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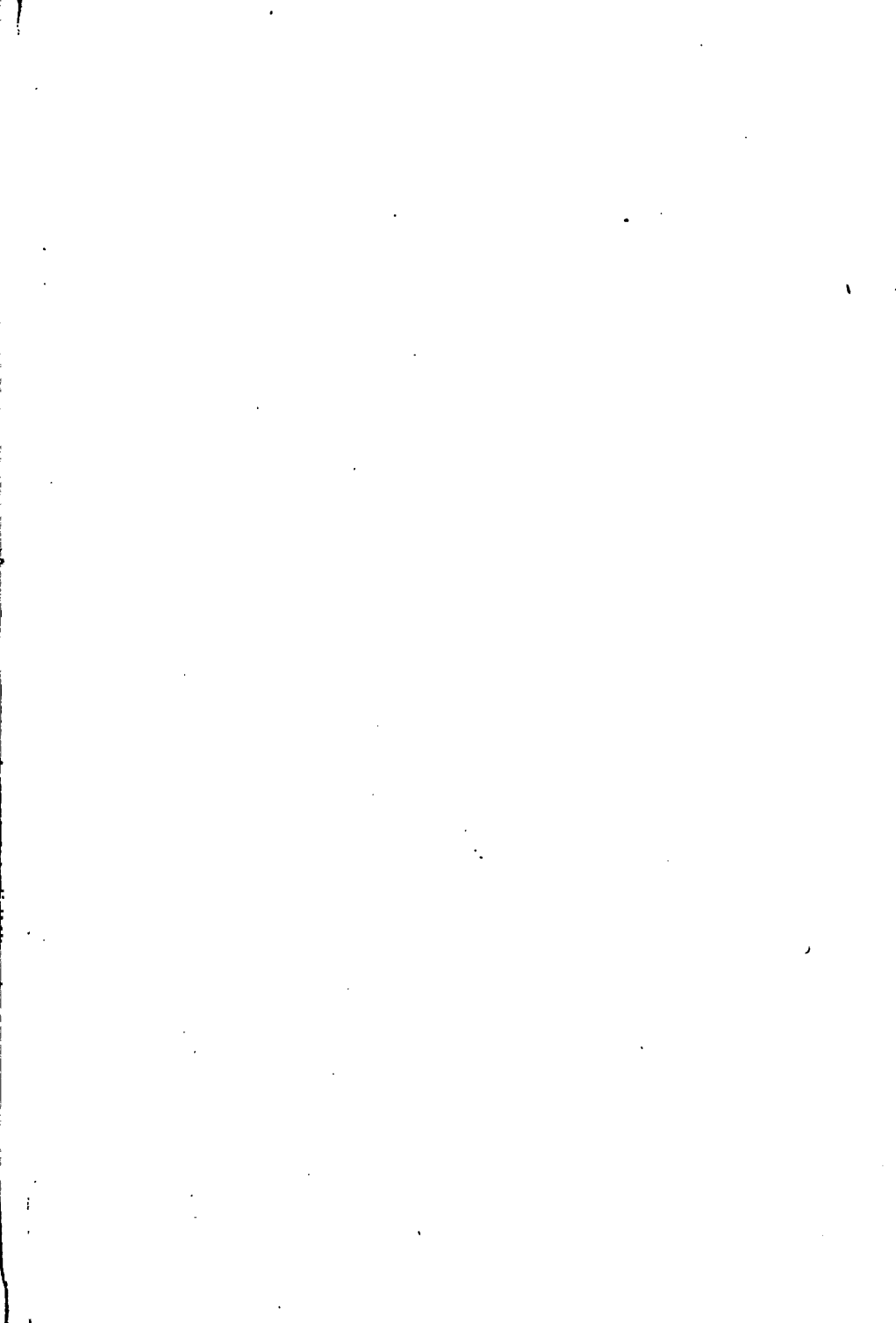
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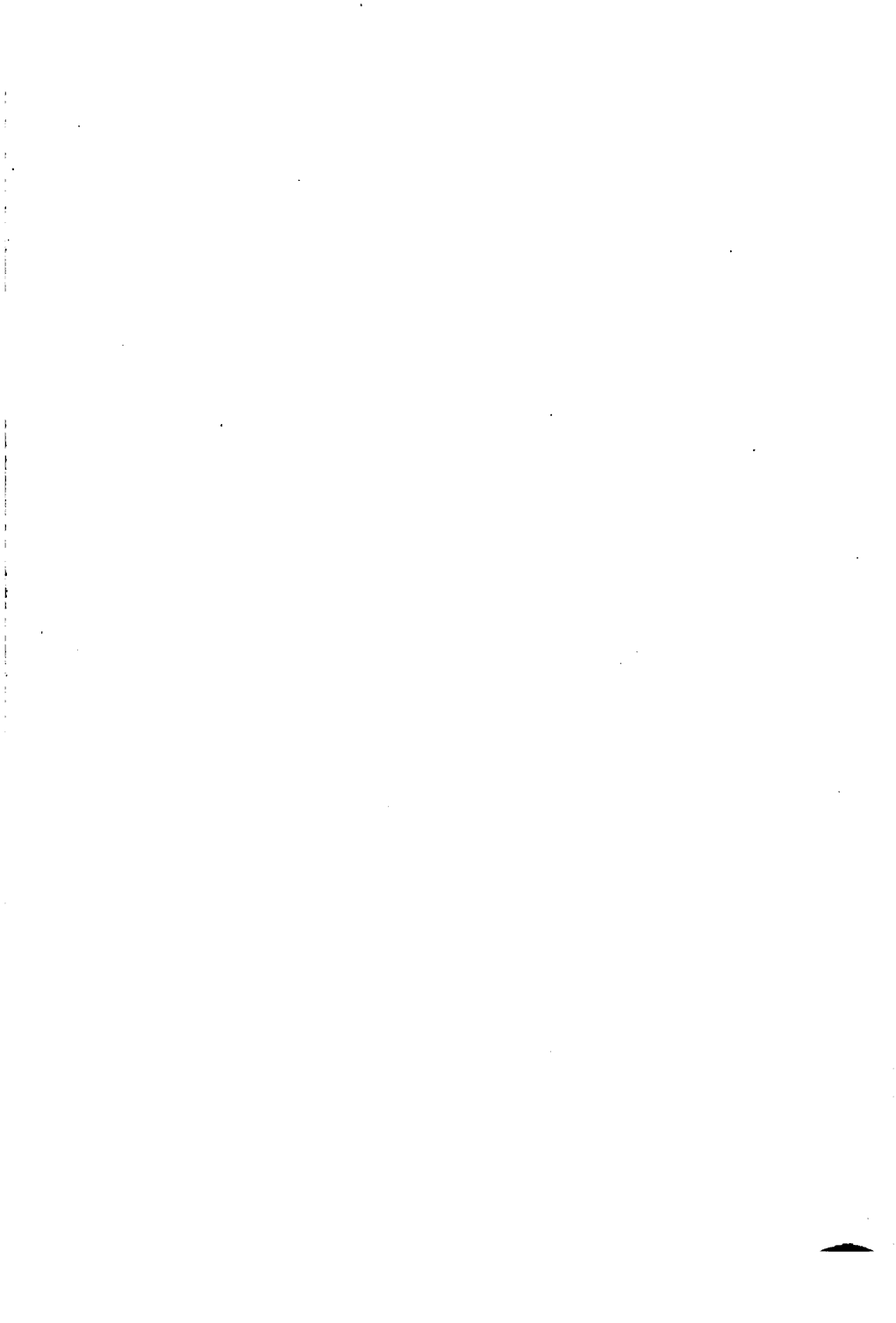
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THE WOMEN'S MUNICIPAL LEAGUE OF BOSTON  
EDUCATION DEPARTMENT

HANDBOOK  
OF  
OPPORTUNITIES FOR  
VOCATIONAL TRAINING  
IN BOSTON

(REGULAR COLLEGE COURSES EXCEPTED)

*Foreword by* DAVID SNEDDEN, PH.D.  
*Commissioner of Education for Massachusetts*

*Compiled by*  
COMMITTEE ON OPPORTUNITIES FOR VOCATIONAL TRAINING

*Edited by* THOMAS C. MCCrackEN, A.M.

APRIL, 1913  
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## FOREWORD

The world presents more opportunities than ever before to those who are properly prepared to accept them. This preparation must usually be made during the period of childhood and youth. Young persons who permit the early years of life to pass without acquiring in a systematic way the power to do effective work in some vocation and the culture and civic capacity necessary to the making of a useful citizen are to be pitied. Society is to be pitied because it must carry the weight of these imperfectly developed individuals.

Although the development of industry and commerce in recent years has enormously increased the range of opportunities open to all people, other conditions have arisen which make it increasingly difficult for youths to equip themselves for their work. Industry is highly specialized, and each particular division of it makes its own peculiar demands on the individual both as regards physical, intellectual, and moral qualifications and in relation to special lines of training. In our large cities the means at the disposal of a youth or his parents for finding out the advantages of the occupation which is best suited to him, and then for discovering the conditions under which he can be best trained for it, are as yet pitifully meager. Everywhere we find parents eager to prepare their children for the responsibilities of life. Everywhere also we find boys and girls fast passing into

manhood and womanhood looking anxiously for opportunities to fit themselves to be of use in the world. For that small minority of our people who are destined ultimately to fill the higher professions, ample provision, both for the discovery of individual possibilities and for vocational training, has long been available. On the other hand, for those who are not to enter the professions, vocational schools designed to give specific training for occupations have only recently been opened; and even after the development of schools of this kind, it has remained difficult for the youth to learn where and how he could take advantage of the opportunities offered.

The Women's Municipal League of Boston has rendered a valuable service in making available this admirable Handbook. It is a service which should elicit a hearty response, especially from parents and teachers; but employers and social workers will also find themselves interested in its contents. The book appears at an opportune time, when vocational guidance and preparation for vocation are coming to be regarded as essential features of the conservation of the best of our resources—namely, childhood and youth.

DAVID SNEDDEN.

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## PREFACE

This Handbook had its origin in a plan made in January, 1909, by the Education Department of the Women's Municipal League of Boston through its Committee on Opportunities for Vocational Training. The purpose of this Committee was to study the opportunities for vocational training in Boston, especially those offered in public and endowed schools, and to make the results of this study accessible to children, parents, teachers, employers, and others interested in the vocational guidance of youth. Vocational training may be defined as "any education the controlling purpose of which is to fit for profitable employment."<sup>1</sup> The Committee realized that many boys and girls have no knowledge of any opportunities to prepare for employment other than those in the program of academic studies in the public schools. To help these children was the primary aim of the Committee, but in studying the subject carefully it was found important to include opportunities for people of all ages who desire further vocational training.

The original plan included:

1. A map of the city showing the distribution of educational agencies and resources.
2. A study of the character and scope of these agencies.

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<sup>1</sup> 75th Annual Report of the Massachusetts Board of Education, January, 1912, p. 251.

3. A directory of these agencies, to be issued first in a "Series of Charts."
4. Suggestions for the avoidance of overlapping of courses of instruction and for more effective co-operation.

Portions of this plan have been completed, especially Parts 1, 2, and 3. The types of education were subdivided and files were made of information concerning schools offering training of a vocational character. This information was issued in a "Chart Series" as follows:

1. Industrial Education.
- \*2. Day Continuation Schools.
3. Commercial Training in Public and Philanthropic Schools.
4. Organized Opportunities for the Physically Handicapped.
5. Opportunities in Settlements and Other Neighborhood Centers.
6. Professional Schools.
7. Art and Music Schools.
- \*8. City-wide Agencies.

The work of investigating the schools was done mainly by students from Harvard, Radcliffe, and Wellesley Colleges, from the School for Social Workers, and from Boston University.<sup>1</sup> Each school was visited several times by the student to whom it had been assigned, and throughout the investigations the work of the students was held under

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\*Not yet published in chart form, but the information is included in this Handbook.

<sup>1</sup>The plan of the Committee's coöperation with the colleges is given in the 25th Annual Report of the Commissioner of Labor, Chapter XV, pp. 404-407.

close supervision and carefully verified. All final reports were placed in the permanent files of the League. From the written reports of the students a tentative Chart was made and hung in the office of the Committee. The Chart as a whole was then examined by the heads of all the schools concerned and the information on it was subjected to their comparative scrutiny for the purpose of open criticism and correction.

Each Chart was the result not only of personal visits to every school listed and of consultation with the heads of the schools, but of League Committee conferences with experts in each type of education. The standard for each type of school brought out by these conferences guaranteed to the public a high standard in the list of schools published on the Charts. Wherever possible, the standards of local, state, and national organizations were accepted and only schools meeting such requirements were given recognition.

The Committee now hopes to serve the public further by publishing in handbook form the facts found in the "Chart Series," together with other information of interest concerning vocational schools. The classification of types of education which was used in the Chart Series is not followed in the Handbook. Although no classification is entirely satisfactory, that which is used by France, Germany, Canada, and other countries, by the National Society for the Promotion of Industrial Education in the United States, and by the Massachusetts and other State Boards of Education, seems the best available and has therefore been adopted. While the allotted space has compelled brevity, great care has been taken to verify every

statement concerning the schools and to make the facts reliable to the date of publication.

The success of the Committee on Opportunities for Vocational Training during the years of its pioneer work, 1909-1912, was largely due to the untiring energy, inspiring leadership, and executive ability of its Chairman, Mrs. Bryant B. Glenny, and the Committee wishes to acknowledge its debt of gratitude for her whole-hearted service. It also wishes to express its appreciation of the cordial manner in which its inquiries have been answered by the schools to which application has been made for information, and to thank the many individuals and organizations coöperating in this endeavor to further the movement for better vocational guidance of youth.

## INTRODUCTION

The American people have begun to realize that far more important than the conservation of the forests or the water sites is the conservation of the youth of the country. Hitherto they have believed that their great public school system, with its general compulsory attendance to the age of fourteen, was a force strong enough to insure the conservation of youth; now, however, they see that this force is not sufficient to prevent the enormous waste of youth that goes on between the ages of fourteen and twenty-one, the time when the largest number of crimes are committed in this country.

At the age of fourteen, the state lets go its hold upon the great mass of its children. They go forth from the school, with little or no training for any vocation, into a world of merciless competition, at the time when they are most open to temptation and exploitation; the state suffers from the enormous waste that results. One reason that the state lets go its hold upon the greater part of its children at this age is because the American people have taken for granted, when a child enters the world of labor, that all his days belong to his employer. Within the last few years, however, in one of the foremost nations of the world, this idea has been supplanted by a better one; in Germany it is now taken for granted, when a child enters the world of labor, that his days do not all belong to his employer, but that a part of them belong

to the state, in order that the state may continue its hold upon the child during the difficult years from fourteen to eighteen, and that it may continue his education, not only in the calling he has been helped to choose, but especially in his duties as a citizen of the German empire.

The schools which continue the education of children who have gone to work are called Continuation Schools; a large number of them in Germany are compulsory, and many hold their sessions, not in the evening, when the child is tired with a day's work, but in the daytime, when his powers are most alive; the child goes to them from seven to ten hours a week. The employers in Germany are willing to give up their young wage-earners to these schools, during a part of their working time, for the sake of the return they get in the increased efficiency of the workers; the young wage-earners are ready to go to the schools for the sake of the increased pay which their heightened efficiency brings; and so great is the belief in continuation schools in Germany, that in Munich, where they originated, 90 per cent. of the youth leaving the elementary schools in 1910 were apprenticed and in the continuation schools in September of the same year. If Germany, as well as other European nations, has been following this plan of education for years, with constant development of industrial and civic power, it seems well that the American people follow the same plan, with such modifications as will adapt it to their needs. Already the state of Wisconsin has provided day continuation schools, with compulsory attendance for five hours each week without loss of wages, for all apprentices and for children from fourteen to sixteen years of age who are in employments—

those upon farms excepted; and other states are preparing to follow the example of Wisconsin.

For children who do not have to leave school at the age of fourteen, there are public high schools, endowed schools, and private schools which give vocational training of high standard.

The whole question of vocational training, whether given in these higher schools or in continuation schools, appeals not only to the educators of our country, but also to its business men and its manufacturers; the Chambers of Commerce of our large cities are sending investigators to Germany to study the system of vocational training which has helped Germany outstrip other nations in many lines of manufactures and commerce. Associations of manufacturers and labor organizations in various parts of our country, as well as household art and science leagues, and associations for professional work, are supporting plans for vocational education. The American educator finds in these men new and valuable allies, who are strong to create a public opinion that will demand vocational training on a scale that will reach the greater part of the youth of the nation. For what is especially needed in our country is not so much schools for the officers of the great army of workers, since those are in some measure already supplied, as schools for the rank and file of the army. How great this need must be is shown by the fact that tens of thousands of both sexes are seeking to obtain vocational training through correspondence schools, and that they are willing to pay, as has been said, "considerable sums to secure instruction through the unsatisfactory medium of the post office."

Both public and private vocational schools show growing range and flexibility in their courses. When a workman, as a machinist or a blacksmith, who wants training in a certain process in his work, comes to an evening school to get it, if he can learn the process in three months, he comes three months; if in three weeks, he comes three weeks; and if in three nights, he comes three nights. If a worker wants one thing only, he is given instruction in that one thing. More than that, if the one thing he wants is not taught, he can ask for it, and if a few others want it also, the training is supplied. It is encouraging to hear, in a thriving manufacturing town, of thirty young women, between the ages of eighteen and twenty-five, all stenographers and clerks and all to be married in six months, asking for a course in homemaking and getting it. Equally encouraging is the fact that part of the examination of a teacher for such a class tests her efficiency in teaching in six lessons the proper preparation of dinner-pail lunches. These are examples of the ability to adapt the training to the need, which is found in vocational schools; they are also examples of the new ardor for instruction which is aroused when the youth once learns, from his experience in the world, the disadvantage of ignorance.

In order to increase the ability of the town to respond, in this ask-and-you-shall-receive spirit, to the requests of its citizens, the state in many cases is allowed to come to the help of the town; and to increase the ability of the state to give help, it has been proposed to allow the national government to come to its assistance. Whether financial help be given the states by the national govern-

ment or not, still, through further development of the work of the Department of Commerce and Labor, as well as of the Bureau of Education, the successful working out of new methods of vocational training in one part of the country can be made to serve other parts of the country where similar conditions require them; and the national government will keep in vital relation to all vocational training.

Already, throughout the country the new impetus to vocational training and vocational guidance is felt. Vocational counselors are appointed in the public schools to discover the vocational capacities of the pupils and to advise them in regard to the calling they had better follow. Vocational courses are being introduced more and more into day and evening schools by towns and cities, while large endowments are made to found vocational schools which shall reach the humblest workers. Placement bureaus, which consider the fitness of the child and the fitness of the employment, have been started by associations interested in children's welfare; and the Placement Bureaus of London and Edinburgh are being studied on account of their efficient work in placing children through the combined action of the School Board and the Board of Trade.

Allied to the care by the state or city for the vocational training of youth is the new care by the city for the recreation of youth. The settlements have successfully pointed the way and the city is beginning to follow their lead in its establishment of school centers and in its extended use of school buildings.

In following these stimulating lines of development, this

point is to be remembered—vocational training is not to do away with cultural training; all the cultural training a child can be given, he is to have; but, besides all that cultural training can give him to enlarge his view of life and to deepen his experience, vocational training is to be assured him in order that life may be decently supported. In the continuation schools of Germany, cultural training is insisted upon through the citizenship courses of government, political economy, and history. The youth is not trained to become a more and more complete machine, but to become a more efficient citizen, as well as a more efficient workman; and no education is worth the name which does not develop the child into a better son or daughter, a better parent, and a better citizen.

Great problems in vocational training remain to be worked out; it is yet to be seen how far the state can use private organizations, like factories and business houses, for the practical side of its training, and how far it will have to supply these practical conditions for work in the schools. It is yet to be discovered where the state can find vocational teachers thoroughly in touch with the industries they teach. It is yet to be decided whether men who supervise the cultural schools can take the point of view necessary to supervise the vocational schools. These and many other problems remain to be solved and they can be solved only by experience; but in spite of its problems, the movement for vocational training is a growing power in every civilized country.

The American people have a great opportunity—that of working out a system of vocational training which shall give the state a new bulwark to check the waste of

the youth of the country and a new power to secure its conservation.

It is hoped that this Handbook will help the movement of vocational guidance by showing to workers of all ages, as well as to parents, teachers, employers, and vocational counselors, what opportunities already exist in Boston for good vocational training. It is also hoped that the method and types of classification used in the construction of this Handbook may be of service to the entire country.



**PART I**

**ALPHABETICAL LIST OF SUBJECTS TAUGHT  
IN THE VOCATIONAL SCHOOLS AND  
CLASSES OF BOSTON**

## NOTES

A star (\*) before a school indicates that the subject under which the school is listed may be taken without any other work in that school.

M and F indicate Male and Female.

A plus sign (+) indicates that the school will admit students who are over the age given.

Day and Evening (D and E) refer to the sessions of the school and not to the time when the particular subject is given.

Only subjects with a vocational bearing have been listed.

Some elementary courses are listed because they give preparation for vocational training.

The following, being outside the scope of this book, have not been listed: regular college courses and courses requiring an A.B. degree for entrance; academic subjects in public elementary and high schools; corporation and apprenticeship schools and industrial homes.

# ALPHABETICAL LIST OF SUBJECTS TAUGHT IN VOCATIONAL SCHOOLS AND CLASSES IN BOSTON

<b>A</b>	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>ACCOUNTANCY</b>				
*Boston Y. M. C. A. School of Commerce and Finance	M	18+	E	148
<b>ACCOUNTS</b>				
Boston Y. W. C. A. School of Stenography	F	16+	D-E	169
*Bryant and Stratton Com- mercial School	M-F	16+	D	170
High School of Commerce (public)	M	14+	D	164
See also Bookkeeping				
<b>ADVERTISEMENT DESIGN</b>				
*Commercial Art School	M-F	None	D-E	79
*Roxbury Branch, Evening In- dustrial School (public)	M-F	17+	E	186
<b>ADVERTISEMENT ILLUSTRATION</b>				
*Boston School of Painting	M-F	12+	D	77
*Commercial Art School	M-F	None	D-E	79
See also Illustration				
<b>ÆSTHETIC DANCING</b>				
*Faulhaber School of Social and Classic Dancing	M-F	None	D	92
*Posse Normal School of Gym- nastics	M-F	18+	D-E	184
Sargent School for Physical Education	M-F	18+	D-E	185
See also Dancing				

	<i>Ses</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>AGRICULTURE</b>				
Warelands Dairy School	M-F	21+	D	150
<b>ALGEBRA</b>				
Boston Architectural Club, Evening Classes	M	None	E	198
Boston Y. M. C. A. Coöpera- tive Engineering School	M	18+	D	195
*Boston Y. M. C. A. Polytech- nic School	M	None	E	196
*Eliot School	M-F	None	D-E	208
*Franklin Union	M	14+	D-E	199
Mechanic Arts High School (public)	M	14+	D	188
See also Practical Mathe- matics				
<b>ALTERNATING CURRENT ELECTRICITY</b>				
Boston Y. M. C. A. Coöpera- tive Engineering School	M	18+	D	195
Boston Y. M. C. A. School of Electricity	M	None	D-E	197
*Franklin Union	M	14+	D-E	199
*Hawley School of Engineer- ing	M	17+	D-E	200
<b>APPLIED DESIGN</b>				
Massachusetts Normal Art School (public)	M-F	16+	D-E	127
North Bennet Street Indus- trial School	M-F	None	D-E	212
<b>APPLIED ELECTRICITY</b>				
*Franklin Union	M	14+	D-E	199
*Wentworth Institute	M	16+	D-E	204

	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>ARCHITECTURAL DESIGN</b>				
Boston Architectural Club, Evening Classes	M	None	E	198
See also Bridge and Building Design				
<b>ARCHITECTURAL DRAWING</b>				
*Boston Y. M. C. A. Polytech- nic School	M	None	E	196
*Eliot School	M-F	None	D-E	208
*Evening Industrial Schools (public)	M-F	17+	E	186
*Franklin Union	M	14+	D-E	199
Mechanic Arts High School (public)	M	14+	D	188
See also Bridge and Building Design, Free-hand and Spe- cialized Trade Drawing				
<b>ARCHITECTURAL MODELING</b>				
*North Bennet Street Indus- trial School	M-F	None	D-E	212
See also Modeling				
<b>ARITHMETIC</b>				
See Commercial and Indus- trial Arithmetic				
<b>ART</b>				
See Constructive Arts, Indus- trial Arts, Manual Arts, and Teaching				
<b>ARTISTIC ANATOMY</b>				
Boston School of Painting	M-F	12+	D	77
Massachusetts Normal Art School (public)	M-F	16+	D-E	127

	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>ARTISTIC ANATOMY—<i>Continued</i></b>				
School of the Museum of Fine Arts	M-F	16+	D	82
<b>ATHLETICS</b>				
*Posse Normal School of Gymnastics	M-F	18+	D-E	184
Sargent School for Physical Education	M-F	18+	D-E	185
<b>ATTENDANTS, TRAINING AS</b>				
Training of Women as At- tendants, Vincent Memorial Hospital	F	20-40	D	219
<b>AUTOMOBILE</b>				
<i>Chauffeurs' and Operators' Course, Garage Course, and Machine Shop Repair Course</i>				
*Boston Y. M. C. A. Automo- bile School	M	None	D-E	194
<i>Construction</i>				
*Wells Memorial Institute	M-F	18+	D-E	214
<i>Engine Operation and Adjust- ment</i>				
*Franklin Union	M	14+	D-E	199
*South End Branch, Evening Industrial School (public)	M	17+	E	186
<b>AUTOMOBILE AND CARRIAGE BODY DESIGN</b>				
*Roxbury Branch, Evening Industrial School (public)	M-F	17+	E	186

**B****BANKING**

*Boston Y. M. C. A. School of Commerce and Finance	M	18+	E	148
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	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>BANKING—<i>Continued</i></b>				
*Continuation School, Bank- ing Class (public)	M-F	16+	D	159
<b>BASKETRY</b>				
Boston Y. W. C. A. School of Domestic Science	F	20+	D-E	144
*Society of Arts and Crafts	M-F	None	D-E	84
<b>BENCH WORK</b>				
*Sloyd Training School	M-F	18+	D	187
<b>BIBLE STUDY</b>				
*Tuckerman School	F	18+	D	148
<b>BLACKSMITHS' COURSE</b>				
*Central Evening Industrial School (public)	M-F	17+	E	186
<b>BOILER OPERATING</b>				
*Franklin Union	M	14+	D-E	199
See also Firing, Janitors— training as, Power Plant Operation, and Steam En- gines				
<b>BOND SALESMANSHIP</b>				
*Boston Y. M. C. A. School of Commerce and Finance	M	18+	E	148
<b>BOOKBINDING</b>				
Boston Industrial School for Boys (public)	M	14+	D	181
*Brimmer Branch, Evening Industrial School (public)	M	17+	E	186
School of the Museum of Fine Arts	M-F	16+	D	82
*Sloyd Training School	M-F	18+	D	187

	<i>Ses</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>BOOKBINDING—Continued</b>				
*Society of Arts and Crafts	M-F	None	D-E	84
U. S. Grant School (public, pre-vocational)	M	12-14	D	184
<b>BOOK-COVER DESIGN</b>				
*Classes in Decorative Design	F	16+	D	78
<b>BOOKKEEPING</b>				
*Boston Y. M. C. A. School of Business	M	None	D-E	168
*Boston Young Men's Chris- tian Union	M-F	16+	E	169
*Bryant and Stratton Com- mercial School	M-F	16+	D	170
Chandler Normal Shorthand School	M-F	18+	D-E	188
*Evening Commercial High Schools (public)	M-F	14+	E	162
High School of Commerce (public)	M	14+	D	164
High Schools with Commer- cial Departments (public)	M-F	14+	D	165
*Summer High School (pub- lic)	M-F	14+	D	166
See also Accounts				
<b>BOOTS AND SHOES (process of manufacture, shape, fitting, etc.)</b>				
*Continuation School, Retail Shoe Salesmanship Class (public)	M-F	16+	D	159
<b>BOX MAKING</b>				
Agassiz School (public, pre- vocational)	M	12-14	D	184

	<i>Ses</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>BRASS WORKING</b>				
East Boston High School (public)	M-F	14+	D	84
*Eliot School	M-F	None	D-E	208
*Society of Arts and Crafts	M-F	None	D-E	84
See also Metal Work				
<b>BRICKLAYING</b>				
See Masonry				
<b>BRIDGE DESIGN</b>				
<i>Concrete</i>				
*Franklin Union	M	14+	D-E	199
<i>Steel</i>				
*Boston Y. M. C. A. Polytech- nic School	M	None	E	196
*Franklin Union	M	14+	D-E	199
See also Architectural Design and Drawing, Construction, and Estimating for Builders				
<b>BUILDING DESIGN</b>				
<i>Concrete and Steel</i>				
*Boston Y. M. C. A. Polytech- nic School	M	None	E	196
*Franklin Union	M	14+	D-E	199
See also Architectural Design and Drawing, Construction, and Estimating for Builders				
<b>BUNDLE GIRLS, TRAINING AS</b>				
*Hebrew Industrial School	F	8+	D-E	216
<b>BUSINESS ADMINISTRATION</b>				
*Boston Y. M. C. A. School of Commerce and Finance	M	18+	E	143

	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>BUSINESS ADMINISTRATION—Continued</b>				
High School of Commerce (public)	M	14+	D	164
See also Business Organization				
<b>BUSINESS ARITHMETIC</b>				
See Commercial Arithmetic				
<b>BUSINESS CORRESPONDENCE</b>				
Boston Y. W. C. A. School of Stenography	F	16+	D-E	169
*Bryant and Stratton Commercial School	M-F	16+	D	170
Chandler Normal Shorthand School	M-F	18+	D-E	188
Clark School of Shorthand and Typewriting	M-F	14+	D-E	171
*Hickox Shorthand School	M-F	17+	D-E	172
Pierce Shorthand School	F	18+	D	172
Union School of Salesman- ship	F	16+	D	178
<b>BUSINESS ENGLISH</b>				
*Boston Y. M. C. A. School of Business	M	None	D-E	168
*Boston Y. M. C. A. School of Commerce and Finance	M	18+	E	148
*Boston Young Men's Christian Union	M-F	16+	E	169
Boston Y. W. C. A. School of Stenography	F	16+	D-E	169
*Evening Commercial High Schools (public)	M-F	14+	E	162
High School of Commerce (public)	M	14+	D	164

	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>BUSINESS ENGLISH—<i>Continued</i></b>				
High Schools with Commercial Departments (public)	M-F	14+	D	165
North Bennet Street Industrial School	M-F	None	D-E	212
Trade School for Girls (public)	F	14+	D	192
<b>BUSINESS LAW</b>				
See Commercial Law				
<b>BUSINESS METHODS</b>				
*Boston Young Men's Christian Union	M-F	16+	E	169
*Evening Trade School (public)	F	14+	E	186
Trade School for Girls (public)	F	14+	D	192
<b>BUSINESS ORGANIZATION</b>				
*Continuation School, Business Organization and Salesmanship Class (public)	M-F	16+	D	189
*Evening Commercial High Schools (public)	M-F	14+	E	162
See also Business Administration				

## C

**CARPENTRY**

Boston Industrial School for Boys (public)	M	14+	D	181
*Brimmer Branch, Evening Industrial School (public)	M	17+	E	186
*Central Evening Industrial School (public)	M-F	17+	E	186

	<i>See</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>CARPENTRY—Continued</b>				
*Massachusetts Charitable Mechanic Association, Evening Trade School	M	17+	E	201
Mechanic Arts High School (public)	M	14+	D	188
*Wentworth Institute	M	16+	D-E	204
See also Woodworking				
<b>CARTOONING</b>				
*Boston Y. M. C. A. Polytechnic School	M	None	E	196
See also Illustration				
<b>CATALOGING</b>				
*Bryant and Stratton Commercial School	M-F	16+	D	170
<b>CATERING</b>				
*Evening Trade School (public)	F	17+	E	186
Trade School for Girls (public)	F	14+	D	192
<b>CELLO</b>				
See Orchestral Instruments				
<b>CHEMICAL ENGRAVING</b>				
Massachusetts Normal Art School (public)	M-F	16+	D-E	127
<b>CHEMISTRY</b>				
Boston Y. M. C. A. Coöperative Engineering School	M	18+	D	195
*Boston Y. M. C. A. Polytechnic School	M	None	E	196
*Franklin Union	M	14+	D-E	199

	<i>Ses</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>CHEMISTRY—<i>Continued</i></b>				
High School of Commerce (public)	M	14+	D	164
High School of Practical Arts (public)	F	14+	D	191
<b>CHEMISTRY OF FOODS</b>				
Boston Y. W. C. A. School of Domestic Science	F	20+	D-E	144
<b>CIVIL SERVICE</b>				
*Boston Young Men's Chris- tian Union	M-F	16+	E	169
*Bryant and Stratton Com- mercial School	M-F	16+	D	170
*Evening Commercial High Schools (public)	M-F	14+	E	162
*Wells Memorial Institute	M-F	18+	D-E	214
<b>CLAY MODELING</b>				
*North Bennet Street Indus- trial School	M-F	None	D-E	212
*South Boston School of Art	M-F	None	D-E	88
<b>CLOTHING MACHINE OPERATING</b>				
See Machine Sewing and Power Machine Operating				
<b>CLOTHING (processes in manufacture of, etc.)</b>				
*Continuation School, Cloth- ing Class (public)	M	16+	D	159
<b>COLOR AND DESIGN</b>				
Continuation School, Prepar- atory Salesmanship Class (public)	M-F	16+	D	159
*New School of Design	M-F	None	D-E	81

	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>COLOR AND DESIGN—<i>Continued</i></b>				
Union School of Salesman- ship	F	16+	D	173
See also Design and Models				
<b>COMMERCE AND INDUSTRY</b>				
*Evening Commercial High Schools (public)	M-F	14+	E	162
High School of Commerce (public)	M	14+	D	164
High Schools with Commer- cial Departments (public)	M-F	14+	D	165
<b>COMMERCIAL ARITHMETIC</b>				
*Boston Y. M. C. A. School of Business	M	None	D-E	168
*Boston Y. M. C. A. School of Commerce and Finance	M	18+	E	143
*Boston Young Men's Chris- tian Union	M-F	16+	E	169
*Bryant and Stratton Com- mercial School	M-F	16+	D	170
Chandler Normal Shorthand School	M-F	18+	D-E	133
Clark School of Shorthand and Typewriting	M-F	14+	D-E	171
*Evening Commercial High Schools (public)	M-F	14+	E	162
High School of Commerce (public)	M	14+	D	164
High Schools with Commer- cial Departments (public)	M-F	14+	D	165
Union School of Salesman- ship	F	16+	D	173

	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>COMMERCIAL DESIGN</b>				
*Commercial Art School	M-F	None	D-E	79
High School of Commerce (public)	M	14+	D	164
*New School of Design	M-F	None	D-E	81
<b>COMMERCIAL GEOGRAPHY</b>				
*Boston Y. M. C. A. School of Business	M	None	D-E	168
*Bryant and Stratton Com- mercial School	M-F	16+	D	170
Chandler Normal Shorthand School	M-F	18+	D-E	188
*Evening Commercial High Schools (public)	M-F	14+	E	162
High School of Commerce (public)	M	14+	D	164
High Schools with Commer- cial Departments (public)	M-F	14+	D	165
North Bennet Street Indus- trial School	M-F	None	D-E	212
<b>COMMERCIAL LAW</b>				
*Boston Y. M. C. A. School of Business	M	None	D-E	168
*Boston Y. M. C. A. School of Commerce and Finance	M	18+	E	148
*Boston Young Men's Chris- tian Union	M-F	16+	E	169
*Bryant and Stratton Com- mercial School	M-F	16+	D	170
Clark School of Shorthand and Typewriting	M-F	14+	D-E	171
*Evening Commercial High Schools (public)	M-F	14+	E	162

	<i>Ses</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>COMMERCIAL LAW—Continued</b>				
High School of Commerce (public)	M	14+	D	164
High Schools with Commer- cial Departments (public)	M-F	14+	D	165
<b>COMPOSITION AND DESIGN</b>				
Boston School of Painting	M-F	12+	D	77
*Fenway School of Illustra- tion	M-F	None	D-E	80
Massachusetts Normal Art School (public)	M-F	16+	D-E	127
*New School of Design	M-F	None	D-E	81
<b>CONSTRUCTION</b>				
Boston Architectural Club, Evening Classes	M	None	E	193
See also Bridge and Building Design				
<b>CONSTRUCTIVE ARTS AND DESIGN</b>				
Massachusetts Normal Art School (public)	M-F	16+	D-E	127
<b>COOKING</b>				
*Boston Y. W. C. A. School of Domestic Science	F	20+	D-E	144
Continuation School, House- hold Arts Class (public)	F	16+	D	282
*Evening Elementary Schools (public)	F	14+	E	188
*Hebrew Industrial School	F	8+	D-E	216
High School of Practical Arts (public)	F	14+	D	191
*Miss Farmer's School of Cookery	F	18+	D-E	217

	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>COOKING—Continued</b>				
*North Bennet Street Industrial School	M-F	None	D-E	212
Trade School for Girls (public)	F	14+	D	192
*Tuckerman School	F	18+	D	148
*Wells Memorial Institute	M-F	18+	D-E	214
See also Domestic Science				
<b>COOKING AND SERVING</b>				
Boston Y. W. C. A. Training School for Household Service	F	16+	D-E	215
*Continuation School, Cooking and Serving Class (public)	F	16+	D	282
*Evening Trade School (public)	F	17+	E	186
Trade School for Girls (public)	F	14+	D	192
<b>COPPER WORKING</b>				
East Boston High School (public)	M-F	14+	D	84
*Eliot School	M-F	None	D-E	208
*Society of Arts and Crafts	M-F	None	D-E	84
See also Metal Work				
<b>CORNET</b>				
See Orchestral Instruments				
<b>COSTUME DESIGN</b>				
*McDowell Dressmaking and Millinery School	F	14+	D-E	216
*New School of Design	M-F	None	D-E	81
*Roxbury Branch, Evening Industrial School (public)	M-F	17+	E	186
See also Industrial Drawing				

	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>COUNTERPOINT</b>				
*Boston University Saturday and Late Afternoon Courses in Music	M-F	18+	D	86
*Faalten Pianoforte School	M-F	None	D	87
*Fox-Buonamici School of Pi- anoforte Playing	M-F	None	D	88
*New England Conservatory of Music	M-F	None	D	88

**CRAFTS**

Massachusetts Normal Art School (public)	M-F	16+	D-E	127
*North Bennet Street Indus- trial School	M-F	None	D-E	212
*Society of Arts and Crafts See also Manual Arts	M-F	None	D-E	84

**D****DANCING**

*New England Conservatory of Music	M-F	None	D	88
*School of Expression See also Æsthetic, Folk, Gymnastic, National, and Social Dancing, and Teach- ing	M-F	None	D-E	100

**DECORATIVE DESIGN**

*Boston School of Painting	M-F	12+	D	77
*Classes in Decorative Design	F	16+	D	78
*Eric Pape School of Art	M-F	None	D-E	80
Massachusetts Normal Art School (public)	M-F	16+	D-E	127

	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>DESIGN</b>				
*Fenway School of Illustration	M-F	None	D-E	80
School of the Museum of Fine Arts	M-F	16+	D	82
*Sloyd Training School	M-F	18+	D	187
*Society of Arts and Crafts	M-F	None	D-E	84
See also Applied, Commercial, Constructive, Costume, Decorative, Machine, and Book-cover Design, Color and Design, etc.				
<b>DESIGN AND MODELS</b>				
*Evening Trade School (public)	F	17+	E	186
Trade School for Girls (public)	F	14+	D	192
See also Color and Design				
<b>DIETETICS</b>				
Boston Y. W. C. A. School of Domestic Science	F	20+	D-E	144
*Miss Farmer's School of Cookery	F	18+	D-E	217
<b>DOMESTIC ART</b>				
Boston Y. W. C. A. School of Domestic Science	F	20+	D-E	144
Garland School of Home-making	F	18+	D	234
See also Household Science, Sewing, Embroidery, etc.				
<b>DOMESTIC SCIENCE</b>				
Boston Y. W. C. A. School of Domestic Science	F	20+	D-E	144

	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>DOMESTIC SCIENCE—Continued</b>				
Garland School of Home-making	F	18+	D	234
*Hebrew Industrial School	F	8+	D-E	216
See also Household Science, Cooking, Dietetics, etc.				

**DRAMATIC ART**

Edith Coburn Noyes Studios	F	18+	D	94
*Emerson College of Oratory	M-F	None	D-E	95
Greely School of Elocution and Dramatic Art	M-F	None	D-E	96
*New England Conservatory of Music	M-F	None	D	88
*School of English Speech and Expression	M-F	14+	D-E	98
*School of Expression	M-F	None	D-E	100
See also Stage Art				

**DRAWING**

*Boston School of Illustration	M-F	None	D	77
*Fenway School of Illustration	M-F	None	D-E	80
Massachusetts Normal Art School (public)	M-F	16+	D-E	127
*New School of Design	M-F	None	D-E	81
School of the Museum of Fine Arts	M-F	16+	D	82
See also Architectural, Free- hand, Mechanical Drawing, etc.				

**DRESSMAKING**

*Boston Y. W. C. A. School of Domestic Science	F	20+	D-E	144
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	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>DRESSMAKING—Continued</b>				
*Evening Elementary Schools (public)	F	14+	E	188
*Evening Trade School (pub- lic)	F	17+	E	186
*Hebrew Industrial School	F	8+	D-E	216
High School of Practical Arts (public)	F	14+	D	191
*McDowell Dressmaking and Millinery School	F	14+	D-E	216
*North Bennet Street Indus- trial School	M-F	None	D-E	212
Trade School for Girls (pub- lic)	F	14+	D	192
*Wells Memorial Institute	M-F	18+	D-E	214
See also Sewing				

**DRY GOODS, STUDY OF**

*Continuation School, Dry Goods Class (public)	M-F	16+	D	159
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**E****ELECTRICAL CONSTRUCTION AND OPERATION**

*Wentworth Institute	M	16+	D-E	204
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**ELECTRICAL COURSE**

School for Industrial Fore- men (Lowell Institute)	M	18+	E	203
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**ELECTRICAL DESIGN (switchboards, etc.)**

*Wentworth Institute	M	16+	D-E	204
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**ELECTRICAL ENGINEERING**

Hawley School of Engineer- ing	M	17+	D-E	200
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	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>ELECTRICAL ENGINEERING—<i>Continued</i></b>				
See also Electricity, Electrical Machinery, Power Plant Operation, etc.				

**ELECTRICAL MACHINERY**

Boston Y. M. C. A. School of Electricity	M	None	D-E	197
*Franklin Union	M	14+	D-E	199
*Hawley School of Engineering	M	17+	D-E	200
*Wentworth Institute	M	16+	D-E	204

**ELECTRICAL WORK (repairing, installation, and operation of electrical machines and appliances)**

Boston Industrial School for Boys (public)	M	14+	D	181
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**ELECTRICITY (general)**

Boston Y. M. C. A. Coöperative Engineering School	M	18+	D	195
Boston Y. M. C. A. School of Electricity	M	None	D-E	197
*Boston Young Men's Christian Union	M-F	16+	E	207
*Franklin Union	M	14+	D-E	199
Massachusetts Charitable Mechanic Association, Evening Trade School	M	17+	E	201
Massachusetts Nautical Training School (public)	M	16-20	D	145
See also Electrical Machinery, Power Plant Operation, Telephone Operation, etc.				

	<i>See</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>ELECTRIC WIRING</b>				
Boston Y. M. C. A. Coöperative Engineering School	M	18+	D	195
Boston Y. M. C. A. School of Electricity	M	None	D-E	197
*Hawley School of Engineering	M	17+	D-E	200
*Wentworth Institute	M	16+	D-E	204

**EMBROIDERY**

*Eliot School	M-F	None	D-E	208
*Evening Elementary Schools (public)	F	14+	E	188
*Hebrew Industrial School	F	8+	D-E	216
*North Bennet Street Industrial School	M-F	None	D-E	212
*Society of Arts and Crafts	M-F	None	D-E	84
*Wells Memorial Institute	M-F	18+	D-E	214
See also Domestic Art				

**ENGINEERING**

See Electrical, Marine, and  
Railroad Engineering

**ENGINEERING PROBLEMS AND SHOP SKETCHING**

*Franklin Union	M	14+	D-E	199
See also Practical Mathematics				

**ENGINEERS, TRAINING AS**

*Central Evening Industrial School (public)	M-F	17+	E	186
See also Steam Engines				

**ENGLISH COMPOSITION**

See Business English

	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>ENGLISH (for non-English speaking people)</b>				
*Boston Young Men's Christian Union	M-F	16+	E	207
*Continuation School, English Class for Non-English Speaking People (public)	M-F	16+	D	159
Evening Elementary Schools (public)	M-F	14+	E	188
<b>ENGRAVING</b>				
East Boston High School (public)	M-F	14+	D	84
See also Chemical, Photo, and Watch Engraving				
<b>ESTIMATING</b>				
<i>For Architects and Builders</i>				
*Franklin Union	M	14+	D-E	199
<i>For Carpenters and Bricklayers</i>				
*Massachusetts Charitable Mechanic Association, Evening Trade School	M	17+	E	201
<b>EXPRESSION</b>				
Edith Coburn Noyes Studios	F	18+	D	94
Greely School of Elocution and Dramatic Art	M-F	None	D-E	96
Leland Powers School of the Spoken Word	M-F	18+	D	98
*School of English Speech and Expression	M-F	14+	D-E	98
*School of Expression	M-F	None	D-E	100
See also Oratory				

**F****FABRICS**

See Dry Goods

**FASHION ILLUSTRATION**

	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
*Boston School of Painting	M-F	12+	D	77
*Commercial Art School	M-F	None	D-E	79

See also Illustration

**FENCING**

*Posse Normal School of Gymnastics	M-F	18+	D-E	184
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Sargent School for Physical Education	M-F	18+	D-E	185
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**FILING**

*Bryant and Stratton Com- mercial School	M-F	16+	D	170
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**FINANCE**

*Boston Y. M. C. A. School of Commerce and Finance	M	18+	E	148
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**FIREMEN, TRAINING AS**

*Central Evening Industrial School (public)	M-F	17+	E	186
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**FIRING**

*Franklin Union	M	14+	D-E	199
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See also Boiler Operating,  
Janitors—training as, and  
Steam Engines**FOLK DANCING**

*Faulhaber School of Social and Classic Dancing	M-F	None	D	92
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*Posse Normal School of Gymnastics	M-F	18+	D-E	184
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	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>FOLK DANCING—Continued</b>				
Sargent School for Physical Education	M-F	18+	D-E	185
*School of Folk and Gymnastic Dancing	F	None	D-E	98
School of Physical and Dramatic Education	M-F	None	D-E	94
<b>FOODS</b>				
Boston Y. W. C. A. School of Domestic Science	F	20+	D-E	144
<b>FORGING</b>				
*Central Evening Industrial School (public)	M-F	17+	E	186
Mechanic Arts High School (public)	M	14+	D	183
*Sloyd Training School	M-F	18+	D	187
<b>FORGING AND TEMPERING</b>				
*Wentworth Institute	M	16+	D-E	204
<b>FOUNDRY PRACTICE</b>				
*Sloyd Training School	M-F	18+	D	187
*Wentworth Institute	M	16+	D-E	204
<b>FREE-HAND DRAWING</b>				
Boston Architectural Club, Evening Classes	M	None	E	193
*Boston Y. M. C. A. Polytechnic School	M	None	E	196
*Boston Young Men's Christian Union	M-F	16+	E	207
*Brimmer Branch, Evening Industrial School (public)	M	17+	E	186
*Central Evening Industrial School (public)	M-F	17+	E	186

	<i>Ses</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>FREE-HAND DRAWING—Continued</b>				
Mechanic Arts High School (public)	M	14+	D	183
*North Bennet Street Indus- trial School	M-F	None	D-E	212
Paul Revere Pottery	F	18+	D-E	218
*Roxbury Branch, Evening Industrial School (public)	M-F	17+	E	186
*South Boston School of Art	M-F	None	D-E	83
See also Architectural and Specialized Trade Drawing				

**FRENCH**

*Boston Young Men's Chris- tian Union	M-F	16+	E	169
High School of Commerce (public)	M	14+	D	164
Mechanic Arts High School (public)	M	14+	D	183

**FURNITURE MAKING**

Oliver Wendell Holmes School (public, pre-voca- tional)	M	12-14	D	184
*Sloyd Training School	M-F	18+	D	137

**FURNITURE STYLES**

*New School of Design	M-F	None	D-E	81
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**G****GARMENT CUTTING**

*McDowell Dressmaking and Millinery School	F	14+	D-E	216
See also Dressmaking				

	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>GASOLINE ENGINES</b>				
*Franklin Union	M	14+	D-E	199

**GEOGRAPHY**

See Commercial Geography

**GEOMETRY**

Boston Architectural Club, Evening Classes	M	None	E	193
Boston Y. M. C. A. Coöpera- tive Engineering School	M	18+	D	195
*Boston Y. M. C. A. Polytech- nic School	M	None	E	196
*Eliot School	M-F	None	D-E	208
*Franklin Union	M	14+	D-E	199
Mechanic Arts High School (public)	M	14+	D	183
See also Practical Mathe- matics				

**GERMAN**

*Boston Young Men's Chris- tian Union	M-F	16+	E	169
High School of Commerce (public)	M	14+	D	164
Mechanic Arts High School (public)	M	14+	D	183

**GOLD WORK**

*Society of Arts and Crafts	M-F	None	D-E	84
See also Metal Work				

**GYMNASTIC DANCING**

*School of Folk and Gymnas- tic Dancing	F	None	D-E	93
See also Folk Dancing				

	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>GYMNASTICS</b> (including corrective, educational, and medical gymnastics)				
*Posse Normal School of Gymnastics	M-F	18+	D-E	184
Sargent School for Physical Education	M-F	18+	D-E	185

**H****HARMONY**

*Boston Music School Settle- ment	M-F	None	D-E	85
*Boston University, Saturday and Late Afternoon Courses in Music	M-F	18+	D	86
*Faelten Pianoforte School	M-F	None	D	87
*Fox-Buonamici School of Pi- anoforte Playing	M-F	None	D	88
*New England Conservatory of Music	M-F	None	D	88
*South End Music School	M-F	None	D-E	90

**HEATING AND VENTILATING**

*Franklin Union	M	14+	D-E	199
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**HOME FURNISHING AND DECORATING**

See Household Decoration

**HOMEMAKING**

Garland School of Home- making	F	18+	D	284
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**HOME NURSING**

*Boston Y. W. C. A. Training School for Household Serv- ice	F	16+	D-E	215
*Tuckerman School	F	18+	D	148

	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>HOUSEHOLD ARTS</b>				
*Continuation School, Household Arts Class (public)	F	16+	D	232
Garland School of Home-making	F	18+	D	234
<b>HOUSEHOLD DECORATION</b>				
Continuation School, Household Arts Class (public)	F	16+	D	232
High School of Practical Arts (public)	F	14+	D	191
See also Interior Decorating				
<b>HOUSEHOLD ECONOMICS</b>				
Garland School of Home-making	F	18+	D	234
*Wells Memorial Institute	M-F	18+	D-E	214
<b>HOUSEHOLD MANAGEMENT, PRACTICE, AND SANITATION</b>				
Boston Y. W. C. A. School of Domestic Science	F	20+	D-E	144
<b>HOUSEHOLD SCIENCE</b>				
High School of Practical Arts (public)	F	14+	D	191
See also Domestic Art and Domestic Science				
<b>HOUSEKEEPING</b>				
*Miss Farmer's School of Cookery	F	18+	D-E	217
*North Bennet Street Industrial School	M-F	None	D-E	212
<b>HOUSEWORK</b>				
Boston Y. W. C. A. Training School for Household Service	F	16+	D-E	215

	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>HOUSEWORK—Continued</b>				
*Miss Farmer's School of Cookery	F	18+	D-E	217
<b>HYDRAULICS (elementary)</b>				
*Franklin Union	M	14+	D-E	199
<b>HYGIENE</b>				
Boston Y. W. C. A. School of Domestic Science	F	20+	D-E	144
*Posse Normal School of Gymnastics	M-F	18+	D-E	184
Sargent School for Physical Education	M-F	18+	D-E	185
*Tuckerman School	F	18+	D	148

## I

**ILLUSTRATION**

*Boston School of Illustration	M-F	None	D	77
*Boston School of Painting	M-F	12+	D	77
*Boston Y. M. C. A. Polytechnic School	M	None	E	196
*Eric Pape School of Art	M-F	None	D-E	80
*Fenway School of Illustration	M-F	None	D-E	80
*New School of Design	M-F	None	D-E	81
*Roxbury Branch, Evening Industrial School (public)	M-F	17+	E	186
See also Advertisement Illustration, Cartooning, and Fashion Illustration				

**IMPERSONATION**

Greely School of Elocution and Dramatic Art	M-F	None	D-E	96
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	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>IMPERSONATION—<i>Continued</i></b>				
Leland Powers School of the Spoken Word	M-F	18+	D	98
*School of Expression	M-F	None	D-E	100
<b>INDUSTRIAL ARITHMETIC</b>				
*Eliot School	M-F	None	D-E	208
*Evening Industrial Schools (public)	M-F	17+	E	186
*Franklin Union	M	14+	D-E	199
North Bennet Street Indus- trial School	M-F	None	D-E	212
See also Practical Mathe- matics				
<b>INDUSTRIAL ARTS</b>				
Massachusetts Normal Art School (public)	M-F	16+	D-E	127
See also Manual Arts				
<b>INDUSTRIAL CHEMISTRY</b>				
*Franklin Union	M	14+	D-E	199
<b>INDUSTRIAL DESIGN</b>				
*Boston Y. M. C. A. Polytech- nic School	M	None	E	196
Mechanic Arts High School (public)	M	14+	D	188
See also Machine Design				
<b>INDUSTRIAL DRAWING</b>				
High School of Practical Arts (public)	F	14+	D	191
See also Costume Design				
<b>INDUSTRIAL PHYSICS</b>				
See Physics				

## ALPHABETICAL LIST OF SUBJECTS TAUGHT

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	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>INTERIOR DECORATING</b>				
*Boston Y. M. C. A. Polytechnic School	M	None	E	196
Boston Y. W. C. A. School of Domestic Science	F	20+	D-E	144
*Classes in Decorative Design	F	16+	D	78
*New School of Design	M-F	None	D-E	81
*Roxbury Branch, Evening Industrial School (public)	M-F	17+	E	186
School of the Museum of Fine Arts	M-F	16+	D	82
See also Household Decoration				
<b>INVALID OCCUPATION</b>				
*Tuckerman School	F	18+	D	148
<b>ITALIAN</b>				
*Boston Young Men's Christian Union	M-F	16+	E	169
*Continuation School, Italian Class (public)	M-F	16+	D	159
<b>J</b>				
<b>JANITORS, TRAINING AS</b>				
*Central Evening Industrial School (public)	M-F	17+	E	186
See also Firing				
<b>JEWELRY MAKING</b>				
East Boston High School (public)	M-F	14+	D	84
*Eliot School	M-F	None	D-E	208
School of the Museum of Fine Arts	M-F	16+	D	82
*Society of Arts and Crafts	M-F	None	D-E	84

**K**

*Sec*      *Age*  
*Limit*      *Time*      *Page*

**KINDERGARTEN TRAINING**

See Teaching

**L****LAUNDRY WORK**

Boston Y. W. C. A. Training School for Household Serv- ice	F	16+	D-E	215
North Bennet Street Indus- trial School	M-F	None	D-E	212

**LAW**

Boston University School of Law	M-F	18+	D	141
Boston Y. M. C. A. School of Law	M	18+	E	142
See also Commerical Law				

**LEATHER (production and distribution,  
tanning processes, etc.)**

Continuation School (public)				
Retail Shoe Salesmanship Class	M-F	16+	D	159
Shoe and Leather Class	M	16+	D	159

**LEATHER WORK**

*Society of Arts and Crafts	M-F	None	D-E	84
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**LETTERING**

Boston Y. M. C. A. Coöpera- tive Engineering School	M	18+	D	195
*Boston Y. M. C. A. Polytech- nic School	M	None	E	196
*Boston Young Men's Chris- tian Union	M-F	16+	E	207

	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>LETTERING—Continued</b>				
*Roxbury Branch, Evening Industrial School (public)	M-F	17+	E	186
<b>LINOTYPE PRINTING</b>				
*New England Linotype School	M-F	18+	D-E	211
See also Printing				
<b>LITERARY INTERPRETATION</b>				
Edith Coburn Noyes Studios	F	18+	D	94
*Emerson College of Oratory	M-F	None	D-E	95
Greely School of Elocution and Dramatic Art	M-F	None	D-E	96
Leland Powers School of the Spoken Word	M-F	18+	D	98
*School of English Speech and Expression	M-F	14+	D-E	98
*School of Expression	M-F	None	D-E	100
<b>LITHOGRAPHY</b>				
Massachusetts Normal Art School (public)	M-F	16+	D-E	127
*Roxbury Branch, Evening Industrial School (public)	M-F	17+	E	186
<b>M</b>				
<b>MACHINE CONSTRUCTION AND TOOL DESIGN</b>				
*Wentworth Institute	M	16+	D-E	204
<b>MACHINE DESIGN</b>				
Boston Y. M. C. A. Coöperative Engineering School	M	18+	D	195
*Evening Industrial Schools (public)	M-F	17+	E	186
*Franklin Union	M	14+	D-E	199

	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>MACHINE DESIGN—Continued</b>				
Mechanic Arts High School (public)	M	14+	D	183
*Wentworth Institute	M	16+	D-E	204
See also Industrial Design				

**MACHINE DRAWING**

See Mechanical Drawing

**MACHINE SEWING AND POWER MACHINE OPERATING**

*Evening Trade School (public)	F	17+	E	186
*Hebrew Industrial School	F	8+	D-E	216
Trade School for Girls (public)	F	14+	D	192
See also Sewing				

**MACHINE SHOP PRACTICE**

Boston Industrial School for Boys (public)	M	14+	D	181
*Brimmer Branch, Evening Industrial School (public)	M	17+	E	186
*Central Evening Industrial School (public)	M-F	17+	E	186
Mechanic Arts High School (public)	M	14+	D	183
Quincy School (public, pre- vocational)	M	12-14	D	184
*Wentworth Institute	M	16+	D-E	204

**MANUAL ARTS**

*Eliot School	M-F	None	D-E	208
See also Industrial Arts and Crafts				

	<i>Ses</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>MARINE ENGINEERING</b>				
Massachusetts Nautical Training School (public)	M	16-20	D	145
<b>MARKETING</b>				
Continuation School, House- hold Arts Class (public)	F	16+	D	232
High School of Practical Arts (public)	F	14+	D	191
*Miss Farmer's School of Cookery	F	18+	D-E	217
<b>MASONRY (bricklaying and reënforced concrete)</b>				
*Massachusetts Charitable Me- chanic Association, Evening Trade School	M	17+	E	201
<b>MASSAGE</b>				
*Posse Normal School of Gymnastics	M-F	18+	D-E	134
Sargent School for Physical Education	M-F	18+	D-E	135
<b>MECHANICAL COURSE</b>				
School for Industrial Fore- men (Lowell Institute)	M	18+	E	203
<b>MECHANICAL DRAWING</b>				
Boston Industrial School for Boys (public)	M	14+	D	181
Boston Y. M. C. A. Coöpera- tive Engineering School	M	18+	D	195
*Boston Y. M. C. A. Polytech- nic School	M	None	E	196
*Boston Young Men's Chris- tian Union	M-F	16+	E	207
*Eliot School	M-F	None	D-E	208

	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>MECHANICAL DRAWING—Continued</b>				
*Evening Industrial Schools (public)	M-F	17+	E	186
*Franklin Union	M	14+	D-E	199
Mechanic Arts High School (public)	M	14+	D	183
*North Bennet Street Indus- trial School	M-F	None	D-E	212
*Sloyd Training School	M-F	18+	D	187
*South Boston School of Art	M-F	None	D-E	83
*Wells Memorial Institute	M-F	18+	D-E	214
*Wentworth Institute	M	16+	D-E	204
See also Specialized Trade Drawing				

**MECHANISM**

Boston Y. M. C. A. Coöpera- tive Engineering School	M	18+	D	195
*Franklin Union	M	14+	D-E	199
See also Practical Mechanics				

**METAL WORK**

*New School of Design	M-F	None	D-E	81
*Sloyd Training School	M-F	18+	D	187
*Society of Arts and Crafts	M-F	None	D-E	84
*South Boston School of Art	M-F	None	D-E	83
See also Brass, Copper, Gold, and Silver Working				

**MILK PRODUCTION AND HANDLING**

Warelands Dairy School	M-F	21+	D	150
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**MILLINERY**

*Boston Y. W. C. A. School of Domestic Science	F	20+	D-E	144
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	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>MILLINERY—Continued</b>				
*Evening Elementary Schools (public)	F	14+	E	188
*Evening Trade School (pub- lic)	F	17+	E	186
*Hebrew Industrial School	F	8+	D-E	216
High School of Practical Arts (public)	F	14+	D	191
*McDowell Dressmaking and Millinery School	F	14+	D-E	216
*North Bennet Street Indus- trial School	M-F	None	D-E	212
Trade School for Girls (pub- lic)	F	14+	D	192
*Wells Memorial Institute	M-F	18+	D-E	214
*Women's Educational and In- dustrial Union, Millinery Course	F	17+	D	222

**MODELING**

Massachusetts Normal Art School (public)	M-F	16+	D-E	127
School of the Museum of Fine Arts	M-F	16+	D	82
See also Architectural Model- ing, Clay Modeling, and Plaster Casting				

**MOVING PICTURE MACHINES, OPERATION OF**

*Hawley School of Engineer- ing	M	17+	D-E	200
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**MUSIC**

See Counterpoint, Harmony,  
Orchestral Instruments, Or-  
gan, Pianoforte, Teaching,  
Transposition, Voice Train-  
ing

	<i>Ses</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>MUSICAL HISTORY</b>				
*Boston Music School Settlement	M-F	None	D-E	85
*Faalten Pianoforte School	M-F	None	D	87
*Fox-Buonamici School of Pianoforte Playing	M-F	None	D	88
*New England Conservatory of Music	M-F	None	D	88
*South End Music School	M-F	None	D-E	90

## N

## NATIONAL DANCING

*Faulhaber School of Social and Classic Dancing	M-F	None	D	92
See also Dancing				

## NAVAL ARCHITECTURE

*South Boston School of Art	M-F	None	D-E	83
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## NAVIGATION

Massachusetts Nautical Training School (public)	M	16-20	D	145
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## NORMAL TRAINING

See Teaching

## NURSERY MAIDS, TRAINING FOR

Training Schools for Nursery Maids:

Infants' Hospital	F	18-25	D	219
Massachusetts Babies' Hospital	F	18-25	D	220
St. Mary's Infant Asylum	F	18+	D	221

## NURSING

Training Schools for Nurses:

Adams Nervine Asylum	F	19-30	D	112
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<i>NURSING—Continued</i>	<i>Ses</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
Boston City Hospital	F	21-35	D	102
Boston Lying-in Hospital	F	23-35	D	121
Boston State Hospital	M-F	20-35	D	113
Carney Hospital	M-F	21-32	D	104
Children's Hospital	F	19-30	D	115
Long Island Hospital	F	21-30	D	123
Massachusetts General Hos- pital	F	20-30	D	106
Massachusetts Homœopathic Hospital	F	21-30	D	107
New England Baptist Hos- pital	F	21-35	D	117
New England Deaconess Hospital	F	20-30	D	118
New England Hospital for Women and Children	F	21-35	D	109
Peter Bent Brigham Hospital	F	21-35	D	110
St. Elizabeth's Hospital	F	20-35	D	120
St. Mary's Infant Asylum and Lying-in Hospital and St. Margaret's Hospital	F	21-35	D	124

## O

## ORATORY

*Emerson College of Oratory	M-F	None	D-E	95
See also Expression				

## ORCHESTRAL INSTRUMENTS

*Boston Music School Set- tlement	M-F	None	D-E	85
*New England Conservatory of Music	M-F	None	D	88
*South End Music School	M-F	None	D-E	90

	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>ORGAN</b>				
*New England Conservatory of Music	M-F	None	D	88
<b>ORGAN REGULATING, REPAIRING, AND TUNING</b>				
*Faust School of Pianoforte and Organ Tuning	M-F	16+	D-E	209

**P****PAINTING**

*Boston School of Illustration	M-F	None	D	77
*Boston School of Painting	M-F	12+	D	77
*Eric Pape School of Art	M-F	None	D-E	80
*Fenway School of Illustra- tion	M-F	None	D-E	80
Massachusetts Normal Art School (public)	M-F	16+	D-E	127
*New School of Design	M-F	None	D-E	81
School of the Museum of Fine Arts	M-F	16+	D	82
*South Boston School of Art	M-F	None	D-E	88

**PANTOMIME**

*School of English Speech and Expression	M-F	14+	D-E	98
School of Physical and Dra- matic Education	M-F	None	D-E	94

**PATTERN MAKING**

*Central Evening Industrial School (public)	M-F	17+	E	186
Mechanic Arts High School (public)	M	14+	D	188
*Sloyd Training School	M-F	18+	D	187
*Wentworth Institute	M	16+	D-E	204

	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>PENMANSHIP</b>				
*Boston Young Men's Chris- tian Union	M-F	16+	E	169
Continuation School, Prepar- atory Salesmanship Class (public)	M-F	16+	D	159
*Evening Commercial High Schools (public)	M-F	14+	E	162
<b>PHARMACY AND PHARMACEUTICAL CHEMISTRY</b>				
*Franklin Union	M	14+	D-E	199
<b>PHONOGRAPHY</b>				
See Shorthand				
<b>PHOTO ENGRAVING</b>				
*Roxbury Branch, Evening Industrial School (public)	M-F	17+	E	186
<b>PHYSICAL AND DRAMATIC EDUCATION</b>				
*School of Physical and Dra- matic Education	M-F	None	D-E	94
<b>PHYSICAL TRAINING</b>				
*Boston Young Men's Chris- tian Union	M-F	16+	E	207
Boston Y. W. C. A. School of Domestic Science	F	20+	D-E	144
Edith Coburn Noyes Studios	F	18+	D	94
*Emerson College of Oratory	M-F	None	D-E	95
Greely School of Elocution and Dramatic Art	M-F	None	D-E	96
*Posse Normal School of Gym- nastics	M-F	18+	D-E	134
Sargent School for Physical Education	M-F	18+	D-E	135

	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>PHYSICAL TRAINING—Continued</b>				
*School of English Speech and Expression	M-F	14+	D-E	98
*School of Expression	M-F	None	D-E	100
*South Boston School of Art	M-F	None	D-E	88
See also Teaching				

**PHYSICS**

Boston Y. M. C. A. Coöperative Engineering School	M	18+	D	195
*Boston Y. M. C. A. Polytechnic School	M	None	E	196
High School of Practical Arts (public)	F	14+	D	191
Mechanic Arts High School (public)	M	14+	D	188

**PIANOFORTE**

*Boston Music School Settlement	M-F	None	D-E	85
*Faelten Pianoforte School	M-F	None	D	87
*Fox-Buonamici School of Pianoforte Playing	M-F	None	D	88
*New England Conservatory of Music	M-F	None	D	88
*South End Music School	M-F	None	D-E	90
*Whitney International School for Vocalists and Pianists	M-F	None	D	91

**PIANOFORTE REGULATING, REPAIRING, TUNING,  
VARNISHING, AND POLISHING**

*Chickering & Sons, Piano Tuning Department	M	16+	D	198
*Faust School of Pianoforte and Organ Tuning	M-F	16+	D-E	209

	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>PIANOFORTE SCALE CONSTRUCTION</b>				
*Faust School of Pianoforte and Organ Tuning	M-F	16+	D-E	209
<b>PLASTER CASTING</b>				
Massachusetts Normal Art School (public)	M-F	16+	D-E	127
*North Bennet Street Indus- trial School	M-F	None	D-E	212
See also Modeling				
<b>PLAYGROUND TEACHING</b>				
See Teaching				
<b>PLUMBING</b>				
*Massachusetts Charitable Me- chanic Association, Evening Trade School	M	17+	E	201
*Wentworth Institute	M	16+	D-E	204
<b>POTTERY MAKING, PAINTING, AND GLAZING</b>				
*North Bennet Street Indus- trial School	M-F	None	D-E	212
*Paul Revere Pottery	F	18+	D-E	218
<b>POWER PLANT OPERATION</b>				
<i>Electrical</i>				
Boston Y. M. C. A. School of Electricity	M	None	D-E	197
*Franklin Union	M	14+	D-E	199
*Hawley School of Engineer- ing	M	17+	D-E	200
*Wentworth Institute	M	16+	D-E	204
<i>Steam</i>				
*Wentworth Institute	M	16+	D-E	204
See also Steam Engines and Boilers				

	<i>Ses</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>PRACTICAL MATHEMATICS</b>				
*Wentworth Institute	M	16+	D-E	204
See also Algebra, Geometry, Engineering Problems, and Industrial Arithmetic				
<b>PRACTICAL MECHANICS</b>				
*Wentworth Institute	M	16+	D-E	204
See also Mechanism and Practical Science				
<b>PRACTICAL SCIENCE</b>				
*Franklin Union	M	14+	D-E	199
See also Practical Mechanics				
<b>PREPARATORY SALESMANSHIP</b>				
*Continuation School, Preparatory Salesmanship Class (public)	M-F	16+	D	159
See also Salesmanship				
<b>PRINTING</b>				
Boston Industrial School for Boys (public)	M	14+	D	181
*Brimmer Branch, Evening Industrial School (public)	M	17+	E	186
Lewis School (public, pre-vocational)	M	12-14	D	184
*North Bennet Street Industrial School	M-F	None	D-E	212
*North End Union School of Printing	M	16+	D	202
See also Linotype Printing				

## R

## RAILROAD ENGINEERING

	<i>Ses</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
*Boston Y. M. C. A. Polytechnic School	M	None	E	196

## READING SHOP DRAWINGS

*Brimmer Branch, Evening Industrial School (public)	M	17+	E	186
*Central Evening Industrial School (public)	M-F	17+	E	186
*Franklin Union	M	14+	D-E	199
*Roxbury Branch, Evening Industrial School (public)	M-F	17+	E	186
*Wentworth Institute	M	16+	D-E	204

## REINFORCED CONCRETE

See Bridge and Building Design and Masonry

## S

## SALESMANSHIP

*Boston Young Men's Christian Union	M-F	16+	E	169
*Continuation School (public)	M-F	16+	D	159
Dorchester High School (public)	M-F	14+	D	165
*Evening Commercial High Schools (public)	M-F	14+	E	162
*Evening Trade School (public)	F	17+	E	186
Girls' High School (public)	F	14+	D	166
Trade School for Girls (public)	F	14+	D	192
*Union School of Salesmanship	F	16+	D	173
See also Preparatory Salesmanship				

	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>SEAMANSHIP</b>				
Massachusetts Nautical Training School (public)	M	16-20	D	145

**SERVING**

See Cooking and Serving

**SEWING**

*Boston Y. W. C. A. School of Domestic Science	F	20+	D-E	144
*Eliot School	M-F	None	D-E	208
*Evening Trade School (pub- lic)	F	17+	E	186
*Hebrew Industrial School	F	8+	D-E	216
High School of Practical Arts (public)	F	14+	D	191
*North Bennet Street Indus- trial School	M-F	None	D-E	212
Trade School for Girls (pub- lic)	F	14+	D	192
See also Dressmaking, Ma- chine Sewing, and Domestic Art				

**SHEET METAL DRAFTING**

*Brimmer Branch, Evening Industrial School (public)	M	17+	E	186
*Franklin Union	M	14+	D-E	199
*Massachusetts Charitable Me- chanic Association, Evening Trade School	M	17+	E	201

**SHEET METAL WORK**

Boston Industrial School for Boys (public)	M	14+	D	181
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	<i>Ses</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>SHEET METAL WORK—<i>Continued</i></b>				
*Brimmer Branch, Evening Industrial School (public)	M	17+	E	186
*Massachusetts Charitable Mechanic Association, Evening Trade School	M	17+	E	201
*North Bennet Street Industrial School	M-F	None	D-E	212
Sherwin School (public, pre-vocational)	M	12-14	D	184
<b>SHIP DRAFTING</b>				
*East Boston Branch, Evening Industrial School (public)	M-F	17+	E	186
<b>SHOES (manufacture, etc.)</b>				
*Continuation School, Shoe and Leather Class (public)	M	16+	D	159
<b>SHOP ARITHMETIC</b>				
See Industrial Arithmetic				
<b>SHORTHAND</b>				
*Boston Y. M. C. A. School of Business	M	None	D-E	168
*Boston Young Men's Christian Union	M-F	16+	E	169
*Boston Y. W. C. A. School of Stenography	F	16+	D-E	169
*Bryant and Stratton Commercial School	M-F	16+	D	170
*Chandler Normal Shorthand School	M-F	18+	D-E	188
*Clark School of Shorthand and Typewriting	M-F	14+	D-E	171
*Evening Commercial High Schools (public)	M-F	14+	E	162

	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>SHORTHAND—Continued</b>				
*Hickox Shorthand School	M-F	17+	D-E	172
High School of Commerce (public)	M	14+	D	164
High Schools with Commer- cial Departments (public)	M-F	14+	D	165
*Pierce Shorthand School	F	18+	D	172
*Summer High School (pub- lic)	M-F	14+	D	166
<b>SIGN PAINTING</b>				
*Roxbury Branch, Evening Industrial School (public)	M-F	17+	E	186
<b>SILVER WORKING</b>				
East Boston High School (public)	M-F	14+	D	84
*Eliot School	M-F	None	D-E	208
*Society of Arts and Crafts	M-F	None	D-E	84
See also Metal Work				
<b>SLOYD</b>				
*Sloyd Training School	M-F	18+	D	187
*South Boston School of Art	M-F	None	D-E	88
See also Teaching				
<b>SOCIAL DANCING</b>				
*Faulhaber School of Social and Classic Dancing	M-F	None	D	92
*School of Folk and Gymnas- tic Dancing	F	None	D-E	98
See also Dancing				
<b>SOCIAL SERVICE</b>				
Garland School of Home- making	F	18+	D	284

	<i>Ses</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>SOCIAL SERVICE—<i>Continued</i></b>				
*School for Social Workers	M-F	18+	D	146
*Tuckerman School	F	18+	D	148
<b>SOLFEGGIO</b>				
*Boston Music School Settlement	M-F	None	D-E	85
*Fox-Buonamici School of Pianoforte Playing	M-F	None	D	88
*New England Conservatory of Music	M-F	None	D	88
*South End Music School	M-F	None	D-E	90
<b>SPANISH</b>				
*Boston Young Men's Christian Union	M-F	16+	E	169
*Continuation School, Spanish Class (public)	M-F	16+	D	159
High School of Commerce (public)	M	14+	D	164
<b>SPEAKING</b>				
Edith Coburn Noyes Studios	F	18+	D	94
*Emerson College of Oratory	M-F	None	D-E	95
Greely School of Elocution and Dramatic Art	M-F	None	D-E	96
Leland Powers School of the Spoken Word	M-F	18+	D	98
*School of English Speech and Expression	M-F	14+	D-E	98
*School of Expression	M-F	None	D-E	100
<b>SPECIALIZED TRADE DRAWING</b>				
*Massachusetts Charitable Mechanic Association, Evening Trade School	M	17+	E	201

	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>SPECIALIZED TRADE DRAWING—Continued</b>				
See also Architectural, Free-hand, Mechanical Drawing, etc.				
<b>STAGE ART</b>				
Leland Powers School of the Spoken Word	M-F	18+	D	98
*School of Expression	M-F	None	D-E	100
See also Dramatic Art				
<b>STEAM ENGINES AND BOILERS</b>				
*Franklin Union	M	14+	D-E	199
*Hawley School of Engineering	M	17+	D-E	200
*Wentworth Institute	M	16+	D-E	204
See also Firing				
<b>STENOGRAPHY</b>				
See Shorthand and Typewriting				
<b>STOCK GIRLS, TRAINING AS</b>				
*Hebrew Industrial School	F	8+	D-E	216
<b>STORY TELLING</b>				
*School of Expression	M-F	None	D-E	100
<b>STRAW MACHINE OPERATING</b>				
*Evening Trade School (public)	F	17+	E	186
Trade School for Girls (public)	F	14+	D	192
<b>STRENGTH AND PROPERTIES OF MATERIALS</b>				
*Franklin Union	M	14+	D-E	199
*Wentworth Institute	M	16+	D-E	204

	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>STRUCTURES</b>				
See Bridge and Building Design				
<b>SUNDAY SCHOOL ORGANIZATION AND MANAGEMENT</b>				
*Tuckerman School	F	18+	D	148
<b>SURVEYING</b>				
*Boston Y. M. C. A. Polytechnic School	M	None	E	196
*Franklin Union	M	14+	D-E	199
<b>SWIMMING</b>				
*Posse Normal School of Gymnastics	M-F	18+	D-E	184
Sargent School for Physical Education	M-F	18+	D-E	185
<b>T</b>				
<b>TEACHING</b>				
<i>Art</i>				
Massachusetts Normal Art School (public)	M-F	16+	D-E	127
<i>Commerce and Finance</i>				
Boston Y. M. C. A. School of Commerce and Finance	M	18+	E	143
<i>Dancing</i>				
*Faulhaber School of Social and Classic Dancing	M-F	None	D	92
*School of Folk and Gymnastic Dancing	F	None	D-E	93
<i>Domestic Science</i>				
Boston Y. W. C. A. School of Domestic Science	F	20+	D-E	144
Miss Farmer's School of Cookery	F	18+	D-E	217

	<i>Sex</i>	<i>Age Limits</i>	<i>Time</i>	<i>Page</i>
<b>TEACHING—<i>Continued</i></b>				
<b><i>Kindergarten Training</i></b>				
Boston Normal School (public)	M-F	18+	D	126
Miss Annie Coolidge Rust's Froebel School of Kindergarten Normal Classes	F	18+	D	128
Miss Wheelock's Kindergarten Training School	F	19+	D	130
Perry Kindergarten Normal School	F	18+	D	131
Training School for Kindergartners	F	18+	D	132
<b><i>Needle Arts</i></b>				
Women's Educational and Industrial Union, Courses for Teachers in Vocational Schools	F	18+	D	138
<b><i>Normal Training for Teaching in Elementary Grades</i></b>				
Boston Normal School (public)	M-F	18+	D	126
<b><i>Physical Training</i></b>				
Posse Normal School of Gymnastics	M-F	18+	D-E	134
Sargent School for Physical Education	M-F	18+	D-E	135
<b><i>Pianoforte</i></b>				
Faelten Pianoforte School	M-F	None	D	87
Fox-Buonamici School of Pianoforte Playing	M-F	None	D	88
New England Conservatory of Music	M-F	None	D	88

	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>TEACHING—Continued</b>				
<i>Playground Supervising</i>				
Miss Annie Coolidge Rust's Froebel School of Kinder- garten Normal Classes	F	18+	D	128
Perry Kindergarten Normal School	F	18+	D	131
*Posse Normal School of Gym- nastics	M-F	18+	D-E	134
Sargent School for Physical Education	M-F	18+	D-E	135
<i>Salesmanship</i>				
Women's Educational and In- dustrial Union, Courses for Teachers of Salesmanship	F	21+	D	139
<i>Sloyd</i>				
Sloyd Training School	M-F	18+	D-E	137
<i>Speaking</i>				
Edith Coburn Noyes Studios	F	18+	D	94
Emerson College of Oratory	M-F	None	D-E	95
Greely School of Elocution and Dramatic Art	M-F	None	D-E	96
Leland Powers School of the Spoken Word	M-F	18+	D	98
School of English Speech and Expression	M-F	14+	D-E	98
School of Expression	M-F	None	D-E	100
<i>Violin</i>				
New England Conservatory of Music	M-F	None	D	88
<i>Voice</i>				
New England Conservatory of Music	M-F	None	D	88
Whitney International School for Vocalists and Pianists	M-F	None	D	91

	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>TEACHING—Continued</b>				
<i>Woodworking</i>				
Eliot School	M-F	None	D-E	208
See also Teaching of Sloyd				
<b>TELEGRAPHY</b>				
*Massachusetts College of Telegraphy	M-F	15+	D-E	210
<b>TELEPHONE OPERATION, PRINCIPLES OF</b>				
*Franklin Union	M	14+	D-E	199
<b>TEMPERING</b>				
See Forging				
<b>TEXTILES</b>				
Boston Y. W. C. A. School of Domestic Science	F	20+	D-E	144
Continuation School, Prepar- atory Salesmanship Class (public)	M-F	16+	D	159
*Evening Trade School (pub- lic)	F	17+	E	186
High School of Practical Arts (public)	F	14+	D	191
North Bennet Street Indus- trial School	M-F	None	D-E	212
Trade School for Girls (pub- lic)	F	14+	D	192
Union School of Salesman- ship	F	16+	D	173
<b>TOOL AND JIG DESIGN</b>				
See Machine Design				
<b>TOOL AND JIG MAKING</b>				
See Machine Shop Practice				

	<i>Sex</i>	<i>Age Limit</i>	<i>Time</i>	<i>Page</i>
<b>TRANSPOSITION</b>				
*Faelten Pianoforte School	M-F	None	D	87
<b>TRIGONOMETRY</b>				
*Boston Y. M. C. A. Polytechnic School	M	None	E	196
*Eliot School	M-F	None	D-E	208
*Franklin Union	M	14+	D-E	199
Mechanic Arts High School (public)	M	14+	D	188
<b>TROMBONE</b>				
See Orchestral Instruments				
<b>TUNING</b>				
See Pianoforte and Organ Tuning				
<b>TYPEWRITING</b>				
*Boston Y. M. C. A. School of Business	M	None	D-E	168
*Boston Young Men's Christian Union	M-F	16+	E	169
*Boston Y. W. C. A. School of Stenography	F	16+	D-E	169
*Bryant and Stratton Commercial School	M-F	16+	D	170
*Chandler Normal Shorthand School	M-F	18+	D-E	188
*Clark School of Shorthand and Typewriting	M-F	14+	D-E	171
*Evening Commercial High Schools (public)	M-F	14+	E	162
*Hickox Shorthand School	M-F	17+	D-E	172
High School of Commerce (public)	M	14+	D	164

	<i>See</i>	<i>Age Limits</i>	<i>Time</i>	<i>Page</i>
<b>TYPEWRITING—Continued</b>				
High Schools with Commercial Departments (public)	M-F	14+	D	165
*Pierce Shorthand School	F	18+	D	172
*Summer High School (public)	M-F	14+	D	166

## U

## UNIVERSITY EXTENSION COURSES IN BOSTON

Commission on Extension Courses	M-F	None	D-E	149
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## V

## VENTILATING

See Heating and Ventilating

## VIOLIN

See Orchestral Instruments

## VOICE DEVELOPMENT

*Posse Normal School of Gymnastics	M-F	18+	D-E	134
Sargent School for Physical Education	M-F	18+	D-E	135
*South Boston School of Art	M-F	None	D-E	88
*Tuckerman School	F	18+	D	148

## VOICE TRAINING (for singing)

*Boston Music School Settlement	M-F	None	D-E	85
*New England Conservatory of Music	M-F	None	D	88
*South End Music School	M-F	None	D-E	90
*Whitney International School for Vocalists and Pianists	M-F	None	D	91

	<i>Ses</i>	<i>Age Limits</i>	<i>Time</i>	<i>Page</i>
VOICE TRAINING (for speaking)				
See Speaking				

## W

## WAITRESS WORK

*Boston Y. W. C. A. Training School for Household Serv- ice	F	16+	D-E	215
*Miss Farmer's School of Cookery	F	18+	D-E	217

## WATCH REPAIRING

*Franklin Union	M	14+	D-E	199
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## WATER COLOR

*Boston School of Illustration	M-F	None	D	77
*Classes in Decorative Design	F	16+	D	78

## WEAVING

Boston Y. W. C. A. School of Domestic Science	F	20+	D-E	144
*Society of Arts and Crafts	M-F	None	D-E	84

## WINDOW DRESSING

*Boston Y. M. C. A. Polytech- nic School	M	None	E	196
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## WIREMEN'S COURSE

*Boston Y. M. C. A. School of Electricity	M	None	D-E	197
See also Electric Wiring				

## WOOD CARVING

*Eliot School	M-F	None	D-E	208
Mechanic Arts High School (public)	M	14+	D	188



## PROFESSIONAL SCHOOLS

The professional schools listed in this Handbook offer training in the fine and applied arts—such as representative and decorative art, handicrafts, music, dancing, and speaking; training in nursing, in teaching, and in various other lines of professional work. The inclusion of some of these schools under professional education is somewhat arbitrary. Until within recent years, few occupations have been rated as professions, but the advance of education has raised a number of vocations to a professional basis.

Many courses in the professional schools mentioned here are offered not only for those who have been able to remain in school continuously, but also for young men and women who have been unable in early life to continue their education and who desire later to pursue some special line of study to fit themselves for a chosen profession. These schools have a wide range of courses of study and of requirements for admission, so that any earnest student may find opportunity for higher education along these lines.

Information has not been given concerning schools which require a Bachelor's degree for entrance nor concerning undergraduate courses in the regular colleges. Young men and women seeking these opportunities readily secure this information from the colleges.

Many of the schools listed here offer training which may be taken either with a vocational purpose, for the sake of a pleasurable leisure, or for general training, but their purpose is so frequently vocational that they should be included in a list of vocational schools.

- Courses:** Regular course—Technic; anatomy; color; composition, including studio work and lectures.  
 Special—Illustrating; decorative design; fashion illustration; illustrative advertising.  
 Advanced—Painting; character delineation.
- Admission:** 12 years of age or over; high school education advisable, but not essential.
- Tuition:** Regular courses (studio work and lectures)  
     Per year \$150  
     Per month \$20  
     Each course, per year \$20  
     Studio work, per month \$15  
     Each lecture course (for students of the school) \$17
- Season:** Hours per week optional; October to June; 4 year course.
- Placements:** Students are aided, when possible, to secure positions.

### Classes in Decorative Design

739 Boylston Street

The purpose of this school is to give a practical education in decorative design.

- Courses:** Decorative design; interior decoration; water color; black and white; book-cover designing.

**Special**—Lectures in perspective in connection with interior decoration; special visits to a wall-paper factory, printing press and book bindery, iron foundry, and stained glass factory; trained students may take special work.

**Admission:** Women, 16 years of age or over.

**Tuition:** 1st year \$100  
2d and 3d years, each \$90

**Season:** Lessons 3 days a week; October to June; studio open daily, hours optional; 3 year course.

**Placements:** Positions are secured when possible. Effort is made to secure outside work and, when opportunity offers, encouragement and advice are given.

### Commercial Art School

248 Huntington Avenue

The aim of the school is to teach practical drawing for the purposes of advertising and illustrating and to train commercial artists.

**Courses:** Fashion drawing; designing; commercial illustrating; retail advertising; air brush work.

**Admission:** Applicants must show some talent for drawing.

**Tuition:** Per month \$10

**Season:** Lessons 2 afternoons or evenings a week; October to June; studio open daily, hours optional; length of course indefinite.

Summer school (East Harpswell, Maine)—  
June to October.

*Placements:* Students are aided, when possible, to secure positions.

**Eric Pape School of Art**  
126 Massachusetts Avenue

The purpose of this school is to give instruction in art in order to train students to appreciate the beautiful and to earn a livelihood.

*Courses:* Painting; illustrating; decorative design; grouping and composing on canvas for advanced students.

*Admission:* Ability to profit by the instruction.

*Tuition:* Per month

Half-day course \$17.00

Whole-day course \$23.50

Saturday class for teachers and  
children \$6.00

Evening classes for men and  
women \$8.00 to \$10.00

*Season:* October to June; length of course indefinite.

*Placements:* Students are aided, when possible, to secure positions.

**Fenway School of Illustration**  
30 Ipswich Street

The purpose of this school is to train the students for practical illustrating.

- Courses:** Painting; drawing; illustration; design; composition; lectures on reproduction processes and printing.
- Admission:** Ability to profit by the instruction.
- Tuition:**
- |                           |      |
|---------------------------|------|
| Day classes—Per month     | \$10 |
| Per year                  | \$60 |
| Evening classes—Per month | \$7  |
| Per year                  | \$45 |
- Season:** October to June.
- Placements:** Students are aided in selling their work when possible.

### Massachusetts Normal Art School

(See page 127)

### New School of Design

248 Boylston Street

The purpose of this school is to prepare students for practical work in the fine and applied arts.

- Courses:** Drawing; painting; illustration; costume and commercial design; interior decoration; composition; metal work; theory of design and color; historic ornament; architecture; projection; perspective; furniture styles.
- Admission:** Ability to profit by the instruction.
- Tuition:**
- |                               |         |
|-------------------------------|---------|
| Per 3 months                  |         |
| Morning and afternoon classes | \$42.50 |
| Morning or afternoon class    | \$80.00 |
| Men's evening life class      | \$22.50 |

	Saturday and children's classes,	
	each	\$16
	Sketch class	\$10
	Metal work	\$50
	Proportionate rates per month.	
<i>Season:</i>	Day school—September to June; 2 year course.	
	Evening school—5 days a week; September to June.	
	Summer school (West Gloucester)—July to September.	
<i>Placements:</i>	Students are aided, when possible, to secure positions.	

### School of the Museum of Fine Arts<sup>1</sup> Huntington Avenue

The purpose of this school is to train students for professional life as painters, sculptors, and designers.

*Courses:* Drawing; painting; modeling; design, theory and application; lectures on the evolution of painting, anatomy, perspective, history of ornament, and elements of architecture for interior decorators; bench work in jewelry and bookbinding.

*Admission:* 16 years of age or over.

*Tuition:* Departments of drawing, painting, and modeling, per year \$90  
Department of design, per year \$110

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<sup>1</sup> Students may obtain free tickets of admission to the Museum of Fine Arts by application to the Secretary.

- Season:** 6 days a week; October to June.  
Length of courses  
Drawing, painting, and modeling departments—indefinite.  
Design department—4 years.
- Placements:** Students are aided, when possible, to secure positions.

**South Boston School of Art**  
Emerson and East Fourth Streets

The purpose of this school is to give instruction in art to the youth of South Boston.

- Courses:** Free-hand, mechanical, and naval drawing; painting; vocal and physical culture; sloyd and woodwork; metal work; clay modeling.
- Admission:** Residence in South Boston; applicants for the drawing class must be of high school age; summer classes in sloyd for elementary school pupils.
- Tuition:** Free.
- Season:** Afternoon and evening classes—5 days a week; October to May.  
Saturday morning classes.  
Length of courses indefinite.  
Students may enter in October.  
Summer classes—June to September.
- Placements:** Students are aided, when possible, to secure positions.

## 2. HANDICRAFTS

### **East Boston High School Industrial Class in Art Metal Work and Jewelry (Public)**

Marion Street, East Boston

The purpose of this class is to train for the manufacturing or selling of art metal work and jewelry.

*Courses:* Brass, copper, and silver working; piercing; engraving; jewel setting.

Supplementary training is given in the designing of contour and decoration and in the study of color harmony.

*Admission:* Membership in the East Boston High School.

*Tuition:* Free to residents of Boston.

*Season:* 3 afternoons a week; September to June.

*Placements:* The head master and instructor are willing to recommend students for suitable positions.

### **The Society of Arts and Crafts 9 Park Street**

The purpose of this Society is to develop and encourage higher artistic standards in the handicrafts and to suggest teachers for those desiring instruction in the crafts.

*Courses:* Names and addresses of teachers of the following crafts may be obtained by application to the Society of Arts and Crafts:—gold, silver, copper, and brass work;

woodcarving and gilding; bookbinding; embroidery; basketry; weaving; jewelry making; leather work.

*Admission, tuition, season:* Each student makes his own arrangements with the individual teacher.

### 8. MUSIC<sup>1</sup>

#### **Boston Music School Settlement** 110 Salem Street

The purpose of this school is to raise the standard of musical appreciation; to give to the children of limited means an opportunity to secure a musical education; and to coöperate with other social agencies in promoting a healthy spirit of neighborliness among children and parents.

*Courses:* Voice; pianoforte; violin; cello; trombone; cornet; ensemble class; harmony; solfeggio; musical history.

*Admission:* 6 years of age or over.

<i>Tuition:</i>	6 to 18 years of age, per month	\$1.00
	Adults who can afford it, per month	\$2.00
	Class work, per lesson	\$0.10
	Practice, per week	\$0.05
	Talented children, too poor to pay for lessons, receive free instruction.	
	Solfeggio, theory, and history of music free when other lessons are taken.	

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<sup>1</sup> The standards and qualifications used in listing music schools in this Handbook were suggested by a report on Music Education in the United States issued under the auspices of the United States Bureau of Education (Bulletin No. 4, 1908).

**Season:** Winter school, September to June; summer school, July and August; the house is open during the entire year for practice.

**Placements:** Only those pupils of the school are encouraged to take up music as a profession who show special fitness for it. Vocational guidance is given to all the pupils and effort is made to place pupils of ability in remunerative positions.

**Boston University College of Liberal Arts  
Saturday and Late Afternoon Courses in Music  
Boylston and Exeter Streets**

The purpose of these courses is to offer additional training to students and teachers of music.

**Courses:** Appreciation of music; elementary harmony; counterpoint; theory and practice of teaching music in schools.

**Admission:** For teachers of less than 3 years' experience, the regular college requirements (examination or certificate).

Teachers of 3 or more years' experience will be admitted without examination, provided they present evidence of having covered the entrance requirements by satisfactory work either in preparatory school or college.

**Tuition:** One course, 1 hour a week, per half  
year

\$10

**Season:** 1 or 2 hours a week; October to May; students may enter in October or February.

**Faelten Pianoforte School**  
30 Huntington Avenue

The purpose of this school is to train students as professional or non-professional musicians, or as teachers.

**Courses:** Pianoforte; theory, including harmony and counterpoint; ensemble playing; score reading; transposition; lectures; interpretation; history of music; ear training; hand culture.

**Admission:** Ability to profit by the instruction; graduation from a high school advisable.

**Tuition:** Class and private lessons, per 38 weeks  
Regular course, 9 periods a week \$180  
Separate courses  
Children, 1½ hours a week \$45 to \$54  
Adults, 1½ to 2½ hours a  
week \$66 to \$81  
Private lessons, per 38 weeks \$51 to \$150

**Season:** September to June; regular course, 4 years; length of separate courses varies.

**Placements:** Graduates are given help in securing positions through the agency of the school.

**Fox-Buonamici School of Pianoforte Playing**  
162 Boylston Street

The purpose of this school is to train students as professional or non-professional musicians, or as teachers.

*Courses:* Pianoforte; theory, including harmony and counterpoint; sight playing and solfeggio; history of music; languages (French, German, and Italian).

*Admission:* Advanced knowledge of music for students taking special courses to become soloists, accompanists, or teachers.

*Tuition:* Class lessons

Per course of 24, 1 hour each

Pianoforte \$20 to \$36

Harmony and counterpoint \$18

Sight playing \$24

Per course of 12, 1 hour each

Solfeggio \$5

Private pianoforte lessons

Per course of 12, 1/2 hour each \$15 to \$27

*Season:* September to June; length of course varies.

*Placements:* Directors and instructors are willing to recommend students for suitable positions.

**New England Conservatory of Music**  
Huntington Avenue and Gainsborough Street

The purpose of this school is to train students as professional or non-professional musicians, or as teachers.

**Courses:** Voice; pianoforte; organ; orchestral instruments; sight reading and solfeggio; harmony; counterpoint; composition; orchestration; theory; ensemble courses; lectures on musical history, orchestral instruments, history and construction of the organ, English and American literature, church music and liturgy; languages and diction (English, French, Italian, German, and Spanish); dramatic action and stage deportment; dancing; normal courses in connection with pianoforte, voice, and violin.

Special—Harvard College courses in allied subjects, such as Fine Arts and Languages; School of Grand Opera, affording an opportunity to obtain a *début* in the Boston Opera House; Conservatory Orchestra, affording the training and routine indispensable to the experienced orchestral player.

**Admission:** Ability to profit by the instruction; for the organ course, completion of two grades of pianoforte course; for the advanced theoretical courses, completion of prerequisite work.

**Tuition:** Class and private lessons, per year  
Full course (voice, pianoforte, organ, or orchestral instruments) \$250 to \$300

Private lessons, per half hour

Voice, pianoforte, organ, or orchestral instruments

\$1 to \$4

Terms vary in other subjects.

*Season:* School year, September to June; full graduating course, about 4 years; special courses, 1 year or less; summer courses (private lessons), July and August.

*Placements:* Graduates are given help in securing positions through a bureau maintained by the school.

### South End Music School

(Affiliated with South End House)

19 Pembroke Street

The purpose of this school is to foster the love of music among the people; to raise the standard of musical taste; to offer instruction at moderate prices; to save and develop musical talent; to cultivate social expression through music; to bring together the music lovers of the district for their mutual advantage; to create a center of musical life which shall unite the South End with the music culture of the city and the age.

*Courses:* Voice; pianoforte; violin; cello; solfeggio; harmony; musical history; orchestra; chorus.

*Admission:* For vocal training and evening classes, 16 years of age or over.

*Tuition:* One class or private lesson a week

For children, per lesson \$0.25

For adults, per lesson \$0.50

Theory classes free to those taking private lessons at the school.

*Season:* September to June; children's classes, after school and Saturdays.

*Placements:* The school does not offer music as a means of livelihood, although any guidance for future work is gladly given through the social service department. Students are referred to the vocation counselor in residence at South End House, and are aided to obtain positions when possible.

**William L. Whitney International School  
for Vocalists and Pianists  
200 and 555 Huntington Avenue**

The purpose of the school is to train students who wish to specialize as pianists, singers, or teachers.

*Courses:* Voice; pianoforte; theory of music and composition; languages and diction; normal course for voice training; lessons are private, with the exception of language and theory classes.

Special—Travel school branch under direct supervision, with classes in Italy and France.

*Admission:* Ability to profit by the instruction.

*Tuition:* Per term of 10 lessons, according to instructor and length of lesson \$20 to \$60

*Season:* September to June; length of course varies; summer courses.

**Placements:** The school is unable to meet the demand for capable teachers. Only competent students, who have completed the normal work, will be recommended for positions as teachers.

#### 4. DANCING

##### **Faulhaber School of Social and Classic Dancing**

Winter School—177 Huntington Avenue

Summer School—Sargent Gymnasium

8 Everett Street, Cambridge

The purpose of this school is to train students in the winter school in non-professional dancing and as teachers; to prepare students in the summer school in all branches of dancing for educational purposes.

**Courses:** Winter school—Æsthetic, social, folk, and national dancing; theory of teaching social dancing; social service work.

Summer school—All branches of dancing; rhythmic exercises according to the method of Dalcroze, Dresden; theory.

**Admission:** Ability to profit by the instruction.

**Tuition:** Winter school

Class lessons, per hour	\$1
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Private lessons, per hour	
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Social dancing	\$5
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Æsthetic, folk, and national dancing	\$4
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Summer school, 1 to 4 weeks	\$20 to \$50
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**Season:** Winter school—October to May; 24 one hour lessons.

Summer school—June to August.

**Placements:** Effort is made to secure positions for graduates.

### School of Folk and Gymnastic Dancing

417 Beacon Street

The purpose of this school is to train students as teachers and as non-professional dancers.

**Courses:** Folk, gymnastic, and social dancing.

**Admission:** Ability to profit by the instruction.

**Tuition:** Regular classes, terms vary according to kind of instruction desired.

Class for public school teachers, per lesson \$0.25

Class for women and girls at the

Girls' High School, per lesson \$0.10

**Season:** Regular classes, hours vary.

Class for teachers, Saturday mornings.

Class at the Girls' High School, 1 evening a week.

November to April.

**Placements:** The school is willing to recommend students for suitable positions.

### **School of Physical and Dramatic Education<sup>1</sup>**

The purpose of the school is to develop physical and dramatic education.

*Courses:* Physical and dramatic education, including folk dancing and pantomime.

*Admission:* Applicants must pass a physical examination.

*Tuition:* Per lesson, according to ability of the student to pay \$0.25 to \$2

*Season:* Day and evening; September to July; at least 10 lessons.

*Placements:* Graduates who wish to teach are placed if possible.

## **5. SPEAKING**

### **Edith Coburn Noyes Studios**

246 Huntington Avenue

The purpose of this school is to develop personal culture and to give professional training; to educate young women, through the study of personal development, to be simple, progressive, and practical in the art of living, and to be human, poised, and powerful; to teach the study of expression through the medium of good literature, using the art technique of the French schools, which insures accuracy, finish, and spirit; in order that all graduates may be fine women, competent teachers, and skillful artists.

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<sup>1</sup>Information regarding entrance to this school may be had by addressing 264 Boylston Street.

**Courses:** Voice; physical education; gesture; "Basic Principles of Expression;" "Life and Art in Literature;" pedagogy; platform art; French; classic and modern drama; poetic interpretation; extemporaneous speaking; Victorian literature; pantomime; poetic interpretative dancing; sight reading.

Special—One weekly private lesson with the principal included in the course.

**Admission:** 18 years of age or over; high school education or its equivalent; personal interview; number of students limited.

**Tuition:** Per year \$250  
Extra course of 10 private lessons \$30 to \$50

**Season:** 5 days a week; September to June; 2 year course.

**Placements:** Graduates are assisted in securing positions.

### Emerson College of Oratory

30 Huntington Avenue

The purpose of this school is to give training in self-expression through perfected speech for professional or non-professional teaching and public speaking.

**Courses:** Regular course—Oratory; voice training; literary interpretation; dramatic and platform art; physical training; English and literature; pedagogy.

Graduate, Saturday, and summer courses.

Evening and children's classes.

Special—Individual lessons to each member of 1st year and graduate classes without extra charge.

**Admission:** High school education or entrance examination; special requirements for special students; graduates of approved schools of expression and colleges may be given advanced standing.

<b>Tuition:</b>	Courses, per year—Regular	\$150
	Graduate	\$100
	Saturday	\$40
	Summer	\$20
	Classes—Evening, per 20 lessons	\$10
	Children's, per year	\$25

**Season:** Regular course—5 days a week; September to May; 3 years.

Evening classes—Once a week for 20 weeks.

Summer course—July and August.

**Placements:** Positions are secured for graduates by the school.

### **Greely School of Elocution and Dramatic Art**

168 Massachusetts Avenue

The purpose of this school is to awaken individual thought and stimulate imagination; to develop natural and forceful expression; to prepare for platform and stage work; and to train young men and women as teachers.

**Courses:** Regular course—Voice training; vocal expression; physical training; dramatic action; pantomime; extemporaneous speaking; impersonation and interpretation; dialect; stage business; English and American literature; Shakespeare and Browning; original dramatic composition; parliamentary law; normal training.

Graduate course.

Classes for children, clergymen, singers, teachers, and other professional men and women.

Special—Individual instruction 2 periods a week without extra charge; daily use of stage and hall for class and private instruction.

**Admission:** High school education or its equivalent; only graduates of the school may enroll in graduate course.

**Tuition:** Regular or graduate course, per year \$150  
Special rates for special classes, according to number of lessons; special rates for professionals.

**Season:** Regular course—5 days a week; October to June; 2 years.

Special classes—Once a week; October to June.

Students may enter October 1st or January 1st.

**Placements:** Positions are not guaranteed, but assistance is given in placing graduates.

**Leland Powers School of the Spoken Word**  
177 Huntington Avenue

The purpose of this school is to awaken and develop the expressional activities of the mind; to train voice and body to be obedient to mind activity; to prepare for the platform as a profession; and to train teachers.

*Courses:* Philosophy of expression; expressive movement; voice training; extemporaneous speaking; Bible reading; impersonation; stage art; oral interpretation of literature; public platform work with criticism Saturday morning.

*Admission:* 18 years of age or over; high school education or its equivalent; number of students limited.

*Tuition:* Per year \$200

*Season:* 6 days a week; October to April; 2 year course.

*Placements:* Positions are not guaranteed, but every possible assistance is given in placing graduates.

**School of English Speech and Expression**  
Pierce Building, 12 Huntington Avenue

The purpose of this school is to prepare for the teaching of expression in all its branches in public and private schools; to give training in the theory and methods of teaching; to give training essential for the development of power and of personal culture; and to give instruction in reading practised as an art.

**Courses:** Cultivation of the speaking voice; analysis and interpretation; philosophy of expression; pantomimic expression; dramatic action; stage business and the staging of plays; English and literature; æsthetic and educational gymnastics; pantomimic and natural dancing; theory and methods of teaching.

Regular courses, including private lessons—Graduate, normal, artistic, and professional.

Summer course and courses for public school teachers.

Evening, Saturday, and children's classes.

**Admission:** 14 years of age or over; high school education or its equivalent for regular courses.

**Tuition:** Courses—Regular and graduate

Per year	\$150
Per 10 one hour lessons	\$5
Summer, per 3 weeks	\$15
Classes—Saturday, per year	\$25
Evening, per 10 lessons	\$10
Children's, per 10 lessons	\$5

**Season:** Regular course—5 days a week; October to August; 3 years.

Summer course during July.

Evening classes—1 evening a week; October to August.

Students enter for graduation October 1st and January 1st; for special work at any time.

**Placements:** Positions are not guaranteed, but assistance is given in placing graduates.

### **School of Expression**

Pierce Building, 12 Huntington Avenue

The purpose of this school is to emphasize the spoken word in education by training the voice, body, and mind in the expressive acts—oral English, speaking, interpretation of literature, and platform art; to counteract the effects of repression, to develop creative power, stimulate endeavor, and offer a well-balanced scientific training either for professional students or for those who desire an all-round education; and to train teachers of expression, speaking, voice, literature, dramatic construction and interpretation, physical culture, and dancing, and of defectives.

**Courses:** Regular courses—Voice, vocal expression, and pantomimic training; speaking and reading and vocal interpretation of literature and platform art; dramatic interpretation and acting; dramatic construction and criticism; philosophy of expression and art; methods of teaching and pedagogy; organic gymnastics and dancing.

Courses for readers, speakers, and music students.

Evening, Saturday, and children's classes.

Supplementary work is offered in English, rhetoric, argumentation, parliamentary

law, play-writing, methods of staging plays, French, German, and music.

*Admission:* High school education or its equivalent; graduates of colleges and schools of expression are given advanced standing.

*Tuition:*

Regular course, per year	\$150
Readers' course, per year	\$200
Saturday courses for teachers	\$25
Evening classes, per 20 lessons	\$10
Summer course, per term	\$40

*Season:* Regular teachers' courses—5 days a week; October to May; 3 years.

Other diploma courses vary from 1 to 2 years.

Evening classes—3 times a week; October to August.

Summer course—In terms of 1 month each from May to September.

*Placements:* Graduates are placed through the influence of the school.

## B. TRAINING SCHOOLS FOR NURSES<sup>1</sup>

### 1. TRAINING SCHOOLS FOR NURSES CONNECTED WITH LARGE GENERAL HOSPITALS

#### **Training School for Nurses of the Boston City Hospital** 818 Harrison Avenue

"The trustees of the Boston City Hospital in 1878 established a Training School for Nurses, the fourth organized in the United States, in order to give to women desirous of becoming professional nurses a systematic course of training and practice." (48th Annual Report of the Trustees of Boston City Hospital, p. 176.)

*Courses:* Regular subjects—Theory and ethics of nursing; principles and practice of nursing, both medical and surgical; obstetrics; pediatrics; contagious diseases; elementary anatomy, physiology, materia medica, bacteriology, and laboratory work.

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<sup>1</sup> The fundamental qualifications of a good nurse are physical fitness, mental aptitude, strength of purpose, keen observation, sympathy, tact, and a stimulating optimism. The person possessing these qualities is endowed by nature to profit by the opportunities offered in well-equipped training schools.

"Whether acquired in high school or a school of college rank, the educational preparation for entrance to a training school for nurses should include courses in English, Latin, elementary anatomy, physiology, hygiene, chemistry, and bacteriology; and a knowledge of psychology, physics, and such foreign languages as are used in the section where the training school is located would be desirable. Superintendents of hospitals, training schools, and leaders in the nursing profession will be selected more and more from those who have had a normal school or college education." (Frederic O. Washburn, Resident Physician, and Miss Sara E. Parsons, R. N., Superintendent of Nurses, Massachusetts General Hospital.)

Graduates of all of the training schools listed here, with the exception of the Boston Lying-in Hospital, are eligible for membership in the Massachusetts State Nurses' Association; Headquarters in Boston, Massachusetts.

The standard maintained by the schools listed here is such as to encourage graduates not only to become good individual nurses, but to join state and national

**Allied subjects**—Training in South Department, Haymarket Relief Station, and East Boston Relief Station: household economics, dietetics, and invalid cooking; elementary massage; bedside clinics (medical, surgical, infectious); ward management; mental nursing.

**Special features**—Administration course; training in operating room; observation of X-ray treatment; third year elective work in operating rooms, out-patient department, contagious wards, and house-keeping departments; nurses' homes as social and recreational centers; Nurses' Club for special entertainments.

**Affiliations**—Boston Lying-in Hospital, Providence Lying-in Hospital, and New England Hospital for Women and Children, Boston, for obstetrics.

**Admission:** 21 to 35 years of age; health certificate from own physician; examination by

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organizations and help raise the status of the profession. State registration of nurses is important because it helps to standardize their position as nurses in the state in which they have received training, and enables them to register in other states offering reciprocity without a second examination.

A National Committee on Red Cross Nursing Service has been created and "made responsible for the establishment of a uniform standard of qualifications to govern the enrollment of nurses" for government service. Applicants for training in nursing schools may wish to include, with graduation, eligibility for service in the American Red Cross Society, the Army Nursing Corps, the Navy Nursing Corps, and the Hospital Corps. Some of the schools listed in this Handbook are of such rank as to prepare for these requirements. As the regulations controlling eligibility for this government service change from time to time, it is well in selecting a school to ascertain these regulations and take them into consideration. Necessary information can be obtained from the National Committee on Red Cross Nursing Service, War Department, Washington, D. C.

hospital physician; 3 letters of recommendation.

*Tuition:* Free; board, lodging, and laundry furnished.

Allowance paid per month—1st year \$5.00

2d year \$8.33

3d year \$12.50

*Season:* Average time on duty a week, 64 hours; practical training throughout the year; theoretical instruction from October to July; 3 year course, including 3 months' probationary period and 7 weeks' vacation.

*Placements:* Through the Suffolk County Nurses' Central Directory, Boston Nurses' Club, Medical Library Nurses' Directory, and the Beal Nurses' Home and Registry. The Training School is registered with the Board of Regents in New York.

### **Training School for Nurses of the Carney Hospital Old Harbor Street, South Boston**

The aim of this school is to train men and women in general nursing.

*Courses:* Regular subjects—Ethics of nursing; principles and practice of nursing, both medical and surgical; obstetrics; orthopedics; anatomy; physiology; materia medica; hygiene and sanitation; bacteriology; laboratory work.

Allied subjects—Training in out-patient department; dietetics; theoretical course and practical demonstration in massage; bedside clinics; ward management.

Special features—Operating room work; observation of X-ray treatment; social and recreational center for nurses in hospital building.

**Admission:** 21 to 32 years of age; high school education or its equivalent; special examination in English; certificate of health; special physical examination during probationary period.

**Tuition:** Free; board, lodging, and laundry furnished.  
Allowance paid per month \$5

**Season:** Average time on duty a week, 58 hours; practical training throughout the year; theoretical instruction from October to June; male nurses, 2 year course; female nurses, 3 year course, including 3 months' probationary period and 6 weeks' vacation.

**Placements:** Through the Hospital and Training School Officers and Staff Physicians, the Suffolk County Nurses' Central Directory, the Boston Nurses' Club, the Medical Library Nurses' Directory, and the Beal Nurses' Home and Registry.

**Training School for Nurses of the Massachusetts  
General Hospital  
Blossom Street**

The aim of this school is to give a practical and theoretical nursing education to women.

*Courses:* Regular subjects—Ethics of nursing; principles and practice of nursing, both medical and surgical; various therapeutic agencies; pediatrics; contagious diseases; elementary anatomy, physiology, materia medica, hygiene and sanitation, and bacteriology.

Allied subjects—Practical and theoretical dietetics; elementary massage; bedside clinics; ward management; etherizing.

Special features—Preliminary course; training in Convalescent Hospital; district nursing; operating room practice; invalid occupations; administration; Nurses' Home as a social and recreational center, having roof garden; Glee Club; non-sectarian Y. W. C. A.; general library in hospital; Alumnae Association.

Affiliations—Social Service Department of the Massachusetts General Hospital; Boston Lying-in Hospital and Wesson Maternity Hospital, Springfield, for obstetrics; McLean Hospital, Waverley, for course in mental nursing; Instructive District Nursing Association.

- Admission:** No arbitrary age limit, preferably 20 to 30 years; high school education or its equivalent; elementary scientific training in anatomy, physiology, chemistry, and bacteriology; good physique and disposition.
- Tuition:** Free; board, lodging, and laundry furnished. Deposit to be refunded at graduation \$40  
Deposit for breakage \$10  
Uniforms and text-books furnished by hospital.  
Scholarships.
- Season:** Average time on duty a week, 56 hours; practical training throughout the year; theoretical training from October to June; 3 year course, including 6 months' probationary period and 6 weeks' vacation.
- Placements:** Through the Hospital and Training School Officers and Staff Physicians and the Suffolk County Nurses' Central Directory. The Training School is registered with the Board of Regents in New York.

**Training School for Nurses of the Massachusetts  
Homœopathic Hospital  
East Concord Street\***

The aim of this school is to give instruction to women desirous of learning the art of caring for the sick.

- Courses:** Regular subjects—Ethics of nursing; principles and practice of nursing, both medical and surgical; obstetrics; pediatrics;

contagious diseases; elementary anatomy, physiology, materia medica, bacteriology, hygiene, and sanitation.

Allied subjects—Training in out-patient department; dietetics; elementary massage; bedside clinics; ward management.

Special features—Social service; instructive district nursing; operating room work; hydrotherapy; electrotherapy; Nurses' Home as a social and recreational center.

**Admission:** Preferably 21 to 30 years of age; high school education or its equivalent; certificate of health from physician; letters of recommendation.

**Tuition:** Free; board, lodging, and laundry furnished. Allowance paid per month \$6

**Season:** Average time on duty a week, 62 hours; practical training throughout the year; theoretical instruction from October to June; 3 year course, including 3 months' probationary period and 6 weeks' vacation.

**Placements:** Through the Directory for Nurses at the Massachusetts Homœopathic Hospital, Hospital and Training School Officers and Staff Physicians, Suffolk County Nurses' Central Directory, Boston Nurses' Club, Medical Library Nurses' Directory, and the Beal Nurses' Home and Registry. The Training School is registered with the Board of Regents in New York.

**Training School for Nurses of the New England  
Hospital for Women and Children**

**Dimock Street, Roxbury**

**(The first in the United States, established in 1872)**

The aim of this school is to educate young women to become competent nurses.

*Courses:*     **Regular subjects**—Ethics of nursing; principles and practice of nursing, both medical and surgical; obstetrics; pediatrics; elementary anatomy, physiology, materia medica, hygiene, bacteriology, and pharmacy work.

**Allied subjects**—Training in dispensary; dietetics; elementary massage; ward management.

**Special features**—Theory of private and district nursing; administration course; clinical observation; hydrotherapy; electrotherapy; Nurses' Home as a social and recreational center, in which the Board of Directors arranges for special entertainments; monthly theater fund for nurses.

**Affiliations**—4 months in Boston City Hospital for acute medical and surgical nursing of adult males and in Haymarket Relief Station for emergency experience; 2 months in Providence Hospital for theory and practice instruction in the nursing of contagious diseases.

- Admission:** 21 to 35 years of age; high school education or its equivalent; physical examination.
- Tuition:** Free; board, lodging, and laundry furnished.  
Allowance paid per month—1st year \$8  
2d year \$10  
3d year \$12
- Season:** Average time on duty a week, 56 hours; practical training throughout the year; theoretical instruction from October to June; 3 year course, including 8 weeks' probationary period and 9 weeks' vacation.
- Placements:** Through the New England Hospital Registry (Alumnæ Club House), Hospital and Training School Officers and Staff Physicians, Suffolk County Nurses' Central Directory, Boston Nurses' Club, Medical Library Nurses' Directory, and the Beal Nurses' Home and Registry. The Training School is registered with the Board of Regents in New York.

**School of Nursing of the Peter Bent Brigham Hospital**  
Corner of Huntington Avenue and Francis Street

The purpose of the school is to give young women a thorough course of instruction and practice in the art of nursing the sick and in the present-day methods of the prevention of disease.

- Courses:** Regular subjects—Ethics and history of nursing; principles of nursing; general medical and surgical diseases, with pathol-

ogy and symptomatology; diseases of children, with nursing of infants and children; obstetrics and gynecology, with obstetrical and gynecological nursing; therapeutics and materia medica; anatomy and physiology; bacteriology; chemistry; drugs and solutions; hygiene; sanitation and public health.

Allied subjects—Lectures on special diseases, viz., diseases of the brain and the special senses; dietetics; massage.

Special features—Operating room work; special therapeutics (hydrotherapy, electrotherapy, serumtherapy, X-ray treatment).

Affiliations—None are arranged as yet (April, 1913).

*Admission:* 21 to 35 years of age; high school education or its equivalent; physical examination during probation by one of the hospital's physicians.

*Tuition:* Free; board, lodging, and laundry furnished.  
Deposit for breakage \$10  
Uniforms and text-books furnished by the hospital except during probationary period.

*Season:* 8 hour system; practical training throughout the year.

Theoretical training

1st year, September to May.

2d and 3d years, October to June.

3 year course, including 6 months' probationary period and 8 weeks' vacation.

*Placements:* Through the Suffolk County Nurses' Central Directory, Medical Library Nurses' Directory, and the Boston Nurses' Club.

## 2. TRAINING SCHOOLS FOR NURSES CONNECTED WITH SPECIAL HOSPITALS AND HAVING AFFILIATIONS WITH OTHER HOSPITALS FOR GENERAL TRAINING

**Training School for Nurses of the  
Adams Nervine Asylum  
990 Centre Street, Jamaica Plain**

The aim of this school is to fit women for the profession of nursing, with special reference to the care of nervous invalids and patients suffering from nervous diseases.

*Courses:* Regular subjects—Ethics of nursing; principles of general nursing, both medical and surgical; practice with mental cases not insane; elementary anatomy, physiology, pathology, hygiene, and bacteriology.  
Allied subjects—Dietetics; massage; practical ward teaching.  
Special features—Psychology; invalid occupations; medical gymnastics; hydrotherapy; electrotherapy; Nurses' Home as a social and recreational center.  
Affiliations—4 months in Newton Hospital for general practical nursing; 4 months

**in Massachusetts Homœopathic Hospital,  
Boston, for general nursing and obstetrics.**

**Admission:** No arbitrary age limit, 19 to 30 years preferred; high school education or its equivalent; certificate of health; personal interview desired.

**Tuition:** Free; board, lodging, and laundry furnished.  
 Allowance paid per month—1st year \$10  
   2d year \$12

**Season:** Average time on duty a week, 56 hours; practical and theoretical courses correlated throughout the year; 2 year and 8 months' course, including 2 months' probationary period and 6 weeks' vacation.

**Placements:** Through the Suffolk County Nurses' Central Directory, Boston Nurses' Club, Medical Library Nurses' Directory, and the Beal Nurses' Home and Registry.

## Training School for Nurses of the Boston State Hospital

**425 Harvard Street, Dorchester Center**

The aim of this school is to train men and women in the theory and practice of nursing, and especially in the care of nervous and mental cases.

**Courses:** Regular subjects—Theory and ethics of nursing; principles and practice of nursing, including medical, with incidental surgery and obstetrics; elementary anatomy, physiology, materia medica, hygiene, bacteriology, and laboratory demonstration.

Allied subjects—Household economics; dietetics; elementary massage.

Special features—Psychiatry; hydrotherapy; special nursing for nervous and mental diseases; instruction in applied industries; social and recreational center for nurses in Administration Building.

Affiliations—6 months in Boston City Hospital.

*Admission:* 20 to 35 years of age; elementary school diploma accepted; high school education or its equivalent preferred; good health and absence of physical defects; references required.

*Tuition:* Free; board, lodging, and laundry furnished.  
Allowance paid per month—1st year \$20  
2d year \$25  
Graduates \$30

*Season:* Average time on duty a week, 60 hours; practical training throughout the year; theoretical instruction from October to June; 2½ year course, including 2 months' probationary period and 5 weeks' vacation.

*Placements:* Through the Suffolk County Nurses' Central Directory, Medical Library Nurses' Directory, Young Women's Christian Association, Women's Educational and Industrial Union, Beal Nurses' Home and Registry.

### **School of Nursing of the Children's Hospital** **Huntington Avenue**

The aim of this school is to train young women to become competent nurses; to prepare them for positions in children's departments in large institutions, children's hospitals, schools for the crippled, and other institutional and private work, together with district and social nursing; and to prepare them as children's anæsthetists.

**Courses:**     Regular subjects

In Children's Hospital—Ethics of nursing; practical nursing of children, including medical, surgical, orthopedic, and infant nursing; pediatrics.

In Simmons College—Preparatory courses: anatomy; physiology; chemistry; bacteriology; dietetics; invalid cooking.

Allied subjects—Training in out-patient department; elementary massage; ward management; etherizing.

Special features—Social service; district nursing in outdoor relief department; executive operating room work; orthopedic lectures and clinics; advanced lectures and clinics in medicine and surgery; 8 hour system in practical work in wards; Nurses' Home as a social and recreational center; four neighboring houses used as residences for nurses; special dormitory for nurses attending Simmons College.

**Affiliations**—4 months in the Massachusetts General Hospital, for adult nursing, men and women; 3 months in Corey Hill Hospital, Brookline, for private nursing; 6 months in Boston Lying-in Hospital for obstetrical nursing.

**Admission:** 19 to 30 years of age; high school education or its equivalent; a written personal history, accompanied by a recent photograph.

**Tuition:** Entrance fee, including expenses at Simmons College \$100  
2d year, for special instructors (Harvard) \$50  
3d year, for special instruction \$50  
Board, laundry, and lodging furnished.

**Season:** 8 hour system; practical and theoretical courses correlated except a 4 month course at Simmons College; pupils admitted in the spring, July, and autumn; classes for Simmons admitted September and February; 3 year course, including probationary period in hospital, or 3 years and 3 months if course at Boston Lying-in Hospital is taken; 6 weeks' vacation.

**Placements:** No agencies are used. Nurses are in great demand for service with private doctors, also for positions as superintendents of wards or institutions. The Training School is registered with the Board of Regents in New York.

### 3. TRAINING SCHOOLS FOR NURSES CONNECTED WITH SMALL GENERAL HOSPITALS

#### Training School for Nurses of the New England Baptist Hospital Parker Hill Avenue

The aim of the school is to train young women for nursing.

*Courses:* Regular subjects—Ethics of nursing; principles of nursing, both medical and surgical; obstetrics; elementary anatomy, physiology, materia medica, hygiene, chemistry, and bacteriology.

Allied subjects—Dietetics and invalid cooking; elementary massage; bedside clinics.

Special features—Training in operating room; seniors act as charge nurses in the Hospital bungalows; Nurses' Home as a social and recreational center; roof garden and outdoor sleeping.

Affiliations—2 months in Massachusetts General Hospital, Boston, for elective service in out-patient department and accident room.

*Admission:* 21 to 35 years of age; high school education preferred; elementary school diploma accepted; health certificate from a physician; letter from clergyman.

*Tuition:* Free; board, lodging, and laundry furnished.



Brookline Contagious Hospital; Nurses' Home as a social and recreational center. Those who wish to become Deaconess Nurses must first spend one year in the New England Deaconess Association Bible Training School.

**Affiliations**—2 months with Brookline Friendly Society for Instructive Visiting Nursing; 3 months in Deaconess Hospital, Concord, Massachusetts, for obstetrics.

**Admission:** Preferably 20 to 30 years of age; high school education or its equivalent; good health; church membership.

**Tuition:** Free; board, lodging, and laundry furnished. Allowance paid per month \$6

**Season:** Average time on duty a week, 59 hours; practical training throughout the year; theoretical instruction from October to June; 3 year course, including 4 months' probationary period and 6 weeks' vacation.

**Placements:** Through Hospital and Training School Officers and Visiting Physicians, Suffolk County Nurses' Central Directory, Boston Nurses' Club, Medical Library Nurses' Directory, and the Beal Nurses' Home and Registry.

### **Training School for Nurses of the St. Elizabeth's Hospital**

**61 West Brookline Street**

The purpose of this school is to train young women in the art of caring for the sick.

**Courses:** Regular subjects—Ethics of nursing; principles and practice of nursing, both medical and surgical; obstetrics; pediatrics; elementary anatomy, physiology, materia medica, hygiene, and bacteriology.

Allied subjects—Training in out-patient department; practical dietetics; elementary massage; bedside clinics; ward management.

Special features—Social service; hospital administration; training in operating room; observation of X-ray treatment and light therapy; special lectures on theory of district nursing, public health work, and parliamentary law; discussion of *Medical Journal* articles; social and recreational center for nurses in hospital building.

**Admission:** 20 to 35 years of age; high school education or its equivalent; certificates of health and good character.

**Tuition:** Free; board, lodging, and laundry furnished.  
Allowance paid per month \$7

**Season:** Average time on duty a week, 68 hours; practical training throughout the year;

theoretical instruction from October to June; 3 year course, including 2 months' probationary period and 6 weeks' vacation.

*Placements:* Through the Hospital and Training School Officers and Staff Physicians, the Suffolk County Nurses' Central Directory, the Boston Nurses' Club, the Medical Library Nurses' Directory, and the Beal Nurses' Home and Registry.

#### 4. TRAINING SCHOOLS FOR NURSES CONNECTED WITH SPECIAL HOSPITALS

##### Training School for Nurses of the Boston Lying-in Hospital 24 McLean Street

The aim of this school is to train young women to become good obstetrical nurses.

*Courses:* Regular subjects—Ethics of nursing; principles and practice of obstetrical nursing. Allied subjects—Practical bedside clinics; pre-natal instruction and special instruction in modified milk formulæ. Special features—Some training in operating room; through the Instructive District Nursing Association students supervise and care for out-patients in their homes; social and recreational center for nurses in hospital building.

**Admission:** 23 to 35 years of age; high school education or its equivalent, also some preliminary hospital training; health certificate; references required; personal history written by applicant.

Applicants having previously acquired adequate instruction are received for terms of 6, 8, or 15 months; such preliminary instruction may be obtained in coöperating training schools.

**Tuition:** Free; board, lodging, and laundry furnished. Pupils of affiliated schools are given uniforms.

Allowance paid per month

1st 3 months in 6 and 8 months' courses	\$10
1st 8 months in 15 months' course	\$10
For remainder of each term	\$14

**Season:** Average time on duty a week, 61 hours; practical and theoretical courses correlated throughout the year; length of term is 6 months, 8 months, or 15 months, depending upon the time spent in other schools; 1 week's vacation in 6 and 8 months' courses; 3 weeks in 15 months' course.

**Placements:** Through the Boston Lying-in Hospital Registry for Nurses, Hospital and Training School Officers and Staff Physicians, Suffolk County Nurses' Central Directory,

Boston Nurses' Club, Medical Library  
Nurses' Directory, the Beal Nurses' Home  
and Registry.

**Training School for Nurses of the Long Island Hospital**  
Long Island, Boston Harbor

The aim of this school is to give a systematic course of training and practice to women desirous of becoming professional nurses.

*Courses:* Regular subjects—Theory and ethics of nursing; principles and practice of nursing, including medical with chronic and nervous cases, surgery, obstetrics, pediatrics; elementary anatomy, physiology, materia medica, hygiene, bacteriology, and urinalysis.

Allied subjects—Dietetics; elementary massage and bedside clinics.

Special features—Training in operating room; lectures by visiting medical staff; Nurses' Home as a social and recreational center.

*Admission:* 21 to 30 years of age; elementary school diploma accepted; high school education or its equivalent preferred; physical examination by medical staff or resident physician; application should be made to Superintendent of the Hospital.

*Tuition:* Free; board, lodging, and laundry furnished; uniforms required, caps furnished.



Allied subjects—Dietetics and ward management.

Special features—Training in operating room; hydrotherapy; social and recreational center for nurses in asylum building.

**Admission:** 21 to 35 years of age; high school education or its equivalent; health certificate from applicant's physician; reference from applicant's clergyman.

**Tuition:** Free; board, lodging, and laundry furnished.  
Allowance paid per month \$10

**Season:** Average time on duty a week, 60 hours;  
2 year course, including 1 month probationary period and 4 weeks' vacation.

**Placements:** Through the Hospital and Training School Officers and Visiting Physicians, the Medical Library Nurses' Directory, and the Beal Nurses' Home and Registry.

## C. TRAINING SCHOOLS FOR TEACHERS

### 1. CITY AND STATE TRAINING SCHOOLS

#### **Boston Normal School** (Public)

Huntington Avenue, near Longwood Avenue

The purpose of this school is to prepare students to become teachers in the elementary schools of Boston.

*Courses:* Regular course (for teaching in elementary schools)—Educational psychology; history and principles of education; school administration; school branches and methods of teaching; physical training; morals and manners.

Kindergartners' course—Principles of education; theory and practice of the kindergarten; gifts and occupations; songs; games; symbolic education; drawing; form; color and other subjects common to such a program of study.

Observation and practice teaching.

*Admission:* 18 years of age, unless an exception is made by the Board of Superintendents; graduation from a Boston high school or its equivalent, with diploma; special examinations; good health; graduates of approved colleges and normal schools are given advanced standing.

- Tuition:** Free to residents of Boston; the rate for non-residents is determined by the School Committee each year.
- Season:** 5 days a week; September to June; regular course, 3 years; kindergarten course, 2 years.
- Placements:** Graduates receive teachers' certificates for the position of assistant in elementary schools. Graduates are placed on a merit list, according to the number of points gained during the course. Appointments are made from the head of the list.

### **Massachusetts Normal Art School (Public)**

**Exeter and Newbury Streets**

The purpose of this school is to train students as teachers of drawing and industrial art and to offer art training for the industries.

**Courses:** 5 courses, one to be elected—Drawing, painting, composition; modeling and design in the round; constructive arts and design; decorative and applied design; teaching manual arts in the public schools, and methods of supervision.

These courses include classes in the subjects mentioned above and also in artistic anatomy, perspective, plaster casting, crafts, chemical engraving, and lithography.

Evening classes for teachers of elementary schools and for industrial art workers.

*Admission:* 16 years of age or over; high school education or its equivalent; examination in drawing; physician's certificate of good health.

*Tuition:* Free to students whose parents reside in Massachusetts.

Non-residents, per year \$100

Incidentals for all day students, each \$10

Evening students provide their materials.

*Season:* 5 days a week; October to June; 4 year course.

Evening classes—2 evenings a week; October to April.

*Placements:* Applications made to the director are brought to the attention of students best prepared to do the required work.

## 2. KINDERGARTEN TRAINING SCHOOLS

### Boston Normal School

(See page 126)

Miss Annie Coolidge Rust's Froebel School of  
Kindergarten Normal Classes  
Pierce Building, Copley Square

The aim of this school is to prepare young women as kindergarten, primary, and playground teachers, and to give non-professional courses.

**Courses:** Regular—Froebelian philosophy; Froebel's mother-play; Froebel's Education of Man; kindergarten theory, gifts, and occupations; modeling and color; painting; drawing; songs and games; nature study and biology; psychology and child study.

Graduate, primary, and mothers' courses.

Supplementary work is offered in history and principles of education, symbolic education, music, voice training, physical training applied to games; also special lectures by educators, observation and practice teaching, and a short course in Montessori methods.

**Admission:** 18 years of age or over; graduation from a high or normal school or an equivalent training; ability to sing and some knowledge of instrumental music; good health; graduate students must have had 3 years' experience as principal of a kindergarten.

<b>Tuition:</b>	Courses, per year—Regular	\$100
	Graduate	\$125
	Special primary	\$25
	Mothers'	\$10

**Season:** 5 days a week; October to June.

Regular course, 2 years; graduate, 1 year; special primary, 5 times a week during July; mothers' course, once a week from November to June.

**Placements:** Positions are not guaranteed, but assistance is given.

**Miss Wheelock's Kindergarten Training School****134 Newbury Street**

The aim of this school is to qualify students to take positions as directors or assistants in kindergartens, as first grade primary teachers, and as mothers' helpers.

*Courses:* Regular course—Froebel's gifts and occupations; clay modeling and color; songs and games; nature study and biology; story telling; making and study of programs; history of education; psychology; Froebel's mother-play; Froebel's Education of Man.

Special course for advanced pupils; Marenholz House is used as a special home for students.

Supplementary work is offered in special lectures on hygiene, social welfare, and methods and principles of primary work; in the conduct of mothers' meetings; observation and practice teaching; and a brief course in Montessori methods.

*Admission:* 19 years of age or over; high school education or its equivalent; ability to sing and play the piano; physician's certificate of good health.

<i>Tuition:</i>	Regular course, per year	\$100
	Special course, per year	\$125

*Season:* 5 days a week; October to June; regular course, 2 years; special, 1 year.

*Placements:* Positions are not guaranteed, but assistance is given.

**Perry Kindergarten Normal School**  
18 Huntington Avenue

The aim of this school is to train young women as kindergarten and primary teachers and as playground supervisors, also to train young women to use Froebel's principles in the home.

*Courses:* Normal course—History and philosophy of education; Froebel's pedagogics; Froebel's mother-play; Froebel's Education of Man; rational psychology; gifts and occupations; modeling in clay and sand; songs and games; color and nature; story telling.

Supplementary work is offered in symbolic education, program work, primary work, playground games, physical culture, vocal lessons, special lectures, and observation and practice teaching.

*Admission:* High school education or its equivalent; ability to sing; good health.

*Tuition:* Per year \$100

*Season:* 5 days a week; October to June; 2 year course.

*Placements:* The school assists its graduates in securing positions.

**Training School for Kindergartners**  
**319 Marlborough Street**

The purpose of this school is to train young women as kindergartners; to prepare young women to apply Froebel's principles and methods to education in the home and to social work; and to prepare graduates to train teachers and supervisors.

*Courses:* Normal course—Kindergarten gifts and occupations; songs and games; nature study; story telling; Froebel's mother-play, including rational psychology.

Graduate and special courses.

Supplementary work is offered in vocal lessons, playground games, folk dancing, symbolic education and myths, primary methods, program work, observation and practice teaching, and a short course in Montessori methods.

*Admission:* Normal and special courses—18 years of age or over; high school education or its equivalent.

Graduate course—Graduation from a training school of approved standard.

*Tuition:* Normal course, per year \$100  
Graduate and special courses vary.

*Season:* 5 days a week; October to June; 2 year course.

*Placements:* Recommendations are given if desired.

### 3. VARIOUS OTHER TRAINING SCHOOLS

#### Chandler Normal Shorthand School

Pope Building, 221 Columbus Avenue

The chief purpose of this school is to train students to become teachers of shorthand and private secretaries; it also fits for office work.

*Courses:* Shorthand; typewriting; business correspondence; bookkeeping; penmanship; commercial arithmetic and geography; shorthand pedagogy.

*Admission:* High school education or its equivalent.

*Tuition:* Day courses, per 4 weeks \$20  
Evening courses, per 10 lessons \$5

*Season:* Day school—5 days a week; September to July.

Evening school—2 evenings a week; September to March.

Summer school—July and August.

*Placements:* Positions are not guaranteed, but most students are placed through the Employment Department of the National Association of Chandler Shorthand Writers. Members of this Association pay an annual fee of \$1.

## Posse Normal School of Gymnastics

Garrison and St. Botolph Streets

The purpose of this school is to prepare young men and women to teach physical training and to give medico-gymnastic treatment.

**Courses:** Normal course—Theory and practice of physical training, including gymnastics, dancing, fencing, swimming and athletics, medical and educational branches, and voice development.

Graduate, massage and medical gymnastic, playground teachers, and summer courses; evening classes for men and women.

Special—Clinical practice in Boston hospitals; medico-gymnastic treatment; athletic field at Riverside.

**Admission:** High school education or its equivalent.

**Tuition:** Courses, per year

Normal	\$135
Advanced students entering senior class	\$175
Graduate	\$100
Massage and medical gymnastic	\$150
Special 1 year	\$150
For playground teachers	\$25
Summer	\$50
Evening classes, per season	\$15

**Season:** 6 days a week; September to May.

Normal course, 2 and 3 years; graduate, 1 year; massage and medical gymnastic,

1 year; summer course in July; evening classes, October to June.

*Placements:* Graduates usually secure positions through the school without commission.

### **Sargent School for Physical Education<sup>1</sup>**

Everett Street, Cambridge

The purpose of this school is to instruct young men and women in the theory and practice of physical training and to prepare them to teach in this branch of education.

*Courses:* Normal courses—Work in theory of physical training; physical training, including gymnastics, dancing, fencing, swimming, and athletics; recreative department; personal, school, occupational, and domestic hygiene; educative department; voice development.

Course for playground teachers.

Evening classes for working girls and professional women.

Summer course at Harvard University; camp course at Sargent School Camp, Hancock, New Hampshire.

Special work—Practice in spinal curvature clinic at Children's Hospital, Boston; corrective and remedial gymnastics; recreative classes for adults and children; practice teaching.

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<sup>1</sup> Not within the bounds of Boston, but included here because of the opportunities it offers.

**Admission:** Normal course—18 years of age or over; high school education or its equivalent; graduates from approved normal schools of physical training admitted without examination; good health.

**Tuition:** Normal courses

Theory and practice, per year	\$150
Theory and practice, each	\$100
Course for playground teachers	\$25
Evening classes, per evening	\$0.30 to \$0.50
Corrective and remedial gymnastics, per month	\$10 to \$50
Recreative classes, per 6 months	\$20 to \$25
Summer and camp courses, each per month	\$50

**Season:** Normal course—October to June; 3 years.  
Evening classes—3 evenings a week; October to May.

Summer course—30 school days; July and August.

Camp course—For normal course students, June and September; for others, July and August.

**Placements:** Positions are not guaranteed, but assistance is given. Opportunities are open for directors of physical training in public school systems; private and endowed institutions; municipal playgrounds and gymnasiums; and private commercial establishments.

## Sloyd Training School

7 Harcourt Street

The purpose of this school is to prepare men and women to teach sloyd or manual training and to develop a sound appreciation of the educational principles involved in all manual training as well as in vocational work.

**Courses:** Regular course—Mechanical drawing; designing; bench work, including furniture making, wood turning, and wood carving; metal work; bookbinding; pattern making and foundry work; forging.

Supplementary training is offered in English, psychology, history of education, history and growth of manual training; also talks on woods and woodwork, aims, principles, and methods in sloyd, observation and practice teaching.

Saturday morning course for graduates and teachers.

**Admission:** 1 year course—Normal school education or its equivalent; applicants with acceptable shop experience may be admitted.

2 year course—High school education and satisfactory testimonials as to fitness for the work.

Sound health.

<b>Tuition:</b>	Regular course, per year	\$100
	Saturday morning course, per 15 lessons	\$8

*Season:* Regular course—5 days a week; September to June; 1 and 2 years.

Saturday morning course—15 weeks.

*Placements:* The school does not guarantee positions, but recommends efficient graduates.

**Women's Educational and Industrial Union and  
Simmons College**

**Courses for Teachers in Vocational Schools**

264 Boylston Street

The purpose of these courses is to train students to fill the demand for teachers in the many trade and industrial schools which have grown up in consequence of the marked popular interest in vocational education during recent years.

*Courses:* Trade training in needle arts—Laboratory practice in three shops (millinery, dress-making, children's clothing), conducted by the Women's Educational and Industrial Union; observation and practice in other business shops representing the trades which employ girls; practice teaching in trade schools or classes; class work at Simmons College in economics of industry, industrial education, business accounting, design, and needle arts.

*Admission:* Open only to women of maturity and experience; 2 years of training in a college or in a technical or normal school is essen-

tial; skill in the needle arts necessary; number of students limited.

*Tuition:* Per course \$100

*Season:* 5 days a week; September to June; academic instruction at Simmons College 5 days a week for 6 weeks during the winter; 1 year course.

*Placements:* Positions are not guaranteed, but are found if possible.

**Women's Educational and Industrial Union and  
Simmons College**

**Courses for Teachers of Salesmanship**

**264 Boylston Street**

The purpose of these courses is to train saleswomen and to serve as a practice school for those wishing to teach salesmanship and allied subjects in department stores, high schools, and continuation schools.

*Courses:* Practical experience in selling in the department stores; observation and practice teaching; study of department store systems; courses in textiles, principles of teaching, and applied psychology.

*Admission:* Open only to women of maturity and experience; college or normal school education preferred; number of students limited.

*Tuition:* Per course \$100

*Season:* 6 days a week; September to June; academic instruction at Simmons College 5

days a week for 6 weeks during the winter;  
length of course, 6 to 9 months, according  
to ability and experience of student.

*Placements:* Positions are not guaranteed, but are found  
if possible.

### NOTE

Courses for the training of teachers are also given in the following  
schools:—

B. Y. M. C. A. School of Commerce and Finance (p. 143).

B. Y. W. C. A. School of Domestic Science (p. 144).

Bryant and Stratton Commercial School (p. 170).

Edith Coburn Noyes Studios (p. 94).

Eliot School (p. 208).

Emerson College of Oratory (p. 95).

Faelten Pianoforte School (p. 87).

Faulhaber School of Social and Classic Dancing (p. 92).

Fox-Buonamici School of Pianoforte Playing (p. 88).

Greely School of Elocution and Dramatic Art (p. 96).

Leland Powers School of the Spoken Word (p. 98).

Miss Farmer's School of Cookery (p. 217).

New England Conservatory of Music (p. 88).

School of English Speech and Expression (p. 98).

School of Expression (p. 100).

School of Folk and Gymnastic Dancing (p. 93).

School of Physical and Dramatic Education (p. 94).

Whitney International School for Vocalists and Pianists (p. 91).

## D. MISCELLANEOUS SCHOOLS AND CLASSES

**Boston University School of Law**

11 Ashburton Place

The purpose of this school is to prepare young men and women for whatever service a legal training may be suited.

**Courses:** Regular course; special courses for those not wishing to practise law as a profession; special lectures by leading members of the bar.

**Admission:** 18 years of age or over; graduates of colleges of approved standard are admitted without examination; high school graduates and those of equivalent training must present satisfactory certificates of former school work; certificates of private tutors will not be accepted.

**Tuition:** Regular course, per year

Undergraduates	\$150
College graduates, completing work in 2 years	\$175
Graduates of other law schools or members of the bar in any state	\$100
Special course	\$10 to \$60

**Season:** 5 days a week; October to June; regular course, 3 years; college graduates of maturity may complete the course in 2 years.

**Placements:** Positions are not guaranteed, but assistance is given through an employment bureau maintained by the school.

**Boston Young Men's Christian Association  
Law School**

312 Huntington Avenue

The purpose of this school is to prepare men for the practice of law.

**Courses:** Regular course—All subjects required by the Board of Bar Examiners of Massachusetts; other additional subjects.

Special courses and supplementary lectures by leading members of the bar.

**Admission:** 18 years of age or over; membership in the Boston Y. M. C. A.; graduates of colleges and high schools are admitted without examination; entrance deficiencies may be made up in the Young Men's Christian Association evening high school, which has summer and winter sessions.

**Tuition:** Regular course, per year (including membership in Y. M. C. A.)                   \$75  
Single subject, per 8 months                   \$25

**Season:** 3 evenings a week; September to June; 4 year course.

**Placements:** The Association maintains an Employment Department which is open to members at a discount of 25 per cent. from the legal rates.

**Boston Young Men's Christian Association  
School of Commerce and Finance  
312 Huntington Avenue**

The purpose of this school is to prepare young men as public accountants, administrative officers, business specialists, and teachers.

**Courses:** Banking; business administration, including business arithmetic, English, law, and economics; finance and bond salesmanship; professional accountancy.

Normal course.

**Admission:** 18 years of age or over; membership in the Boston Y. M. C. A.; high school education or unusual business experience; examination in elementary bookkeeping for admission to accountancy courses.

**Tuition:** Regular courses, per year (including membership in Y. M. C. A.)      \$75  
Special subject, per year      \$12

**Season:** 3 evenings a week; September to June; regular courses, 3 years.

**Placements:** The Association maintains an Employment Department which is open to members at a discount of 25 per cent. from the legal rates.

**Boston Young Women's Christian Association  
School of Domestic Science  
40 Berkeley Street**

The purpose of this school is to give scientific and practical instruction in the management of the home; also to fit women to teach domestic science and domestic art in schools, hospitals, and homes, and to be superintendents, supervisors, dietitians, matrons, housekeepers, and home-makers.

**Courses:** Diploma and certificate courses—Domestic science and domestic art, including such subjects as chemistry, cooking, dietetics, foods, household management, household practice and sanitation, dressmaking, millinery, sewing, textiles, and others common to such courses; the principles of art as applied to the home and to dress, which course is given at the Museum of Fine Arts; also educational psychology, hygiene, physical training, field work, observation and practice teaching.

Short courses for non-residents—Cooking; dressmaking; millinery; elementary sewing.

Special—The school home for residence and practice.

**Admission:** Diploma and certificate courses—20 years of age or over; high school education or its equivalent; references as to health and

fitness for the course; number of students limited.

Short courses open to all without special requirements.

- Tuition:** Domestic Science course, including required residence, per year \$250  
 Extra school necessities \$50 to \$100  
 Domestic Art course, without residence, per year \$75  
 Extra school necessities \$75 to \$125  
 Short courses, per lesson \$0.25 to \$0.50
- Season:** Diploma and certificate courses—October to June; 1 or 2 years.  
 Short courses—Day or evening; October to April; 10 to 40 lessons.
- Placements:** Effort is made to fill the demand for graduates, although positions are not guaranteed.

### **Massachusetts Nautical Training School** (Public)

United States Ship Ranger  
 Office at 2A Park Street

The purpose of this school is to train young men for positions as officers in the merchant marine.

- Courses:** Seamanship; navigation; marine engineering; electricity.  
 Supplementary work is offered in English, hygiene, civil government, geography, and mathematics.

**Special**—All instruction is given on board ship. A summer cruise is made to foreign or domestic ports.

**Admission:** Residence in Massachusetts with parent or guardian; 16 to 20 years of age; examinations in elementary school subjects; physical examination; applicant must like seafaring life and enter the school voluntarily.

**Tuition:** Free.

Deposit for outfit—1st year	\$85
2d year	\$25

**Season:** Winter term—Monday to Friday; November to April.

Summer term—May to October.

4 weeks' vacation between terms; 2 year course.

**Placements:** The school assists the boys to find suitable positions.

### School for Social Workers

Maintained by Simmons College and Harvard University  
18 Somerset Street

The purpose of this school is to train young men and women for paid or volunteer social service.

**Courses:** Regular 1 year course—A preparation for any form of social work. The course includes: the aim and general principles underlying social work, the family, neighborly and community relations, improve-

ment of general conditions of living by community and voluntary action, neighborhood improvement in city and country, charity and public aid, treatment of various types of needy families and persons, management of agencies and institutions, relations of government to social work.

Advanced year—For further training in selected forms of social work.

Special opportunities are offered for study and class discussion of selected reading, thinking out of particular problems under experienced workers, gathering and interpretation of social data, study of typical social reformers and workers, and practical experience in social service. A special Library of Philanthropy is maintained for social workers.

**Admission:** Regular 1 year course—Proficiency in college courses which prepare for the school; practical experience in social work or other indication of fitness.

Advanced year—Completion of work of the first year or equally acceptable preparation.

<b>Tuition:</b>	Regular 1 year course	\$100
	Advanced year	\$50

Fees for part-time students vary.

Men register in Harvard University; women in Simmons College.

**Season:** Class work—Mornings, 10 hours a week.

**Field work**—12 hours a week.

September to June; 1 year course; a second year for advanced students.

**Placements:** The school assists the students to find suitable positions.

### **Tuckerman School**

25 Beacon Street

The purpose of the school is to prepare students to take up church, Sunday school, and social work in a systematic and intelligent way.

**Courses:** Bible study; church history; hymnody; Sunday school organization and management; ethics; voice culture; home nursing; invalid occupation; child psychology; social welfare lectures; principles of cooking.

At Simmons College—Hygiene; sanitation; philanthropic problems.

**Admission:** 18 years of age or over; high school education or its equivalent.

**Tuition:** Regular course, per year \$60  
Special students pay appropriate fees.

**Season:** 5 days a week; October to May; regular course, 2 years; elective course, 1 year or more; students may enter in October.

**Placements:** Students are assisted to secure positions.

## University Extension Courses in Boston

Representing Boston College, Boston University, Harvard University,  
Massachusetts Institute of Technology, Museum of Fine Arts,  
Simmons College, Tufts College, and Wellesley College

### Commission on Extension Courses

19 University Hall  
Cambridge

The purpose of University Extension in Boston is to give opportunity for study in courses of college grade and standards.

**Courses:** Language, literature, fine arts, music; natural sciences; history; political and social sciences; philosophy; business administration.

The particular subjects of the courses vary from year to year; the instruction is of college grade and given by professors and other officers of the coöperating institutions; classes are held at easily accessible places in Boston and Cambridge; the natural science courses are the same as those of the Teachers' School of Science; the Associate in Arts degree, corresponding to the A.B. degree, is given on the satisfactory completion of 17 full courses.

**Admission:** Graduation from a high school, or evidence of ability to profit by the instruction; at least 30 must register for a subject before it will be given.

- Tuition:** Courses supported by the Lowell Institute Fund, per year \$5  
Other courses, per year \$15
- Season:** 2 to 3 hours a week; late afternoons and evenings; October to May.
- Placements:** Students pursuing University Extension study are usually those engaged in regular employment.

**Warelands Dairy School<sup>1</sup>**  
Highland Lake  
Norfolk, Massachusetts

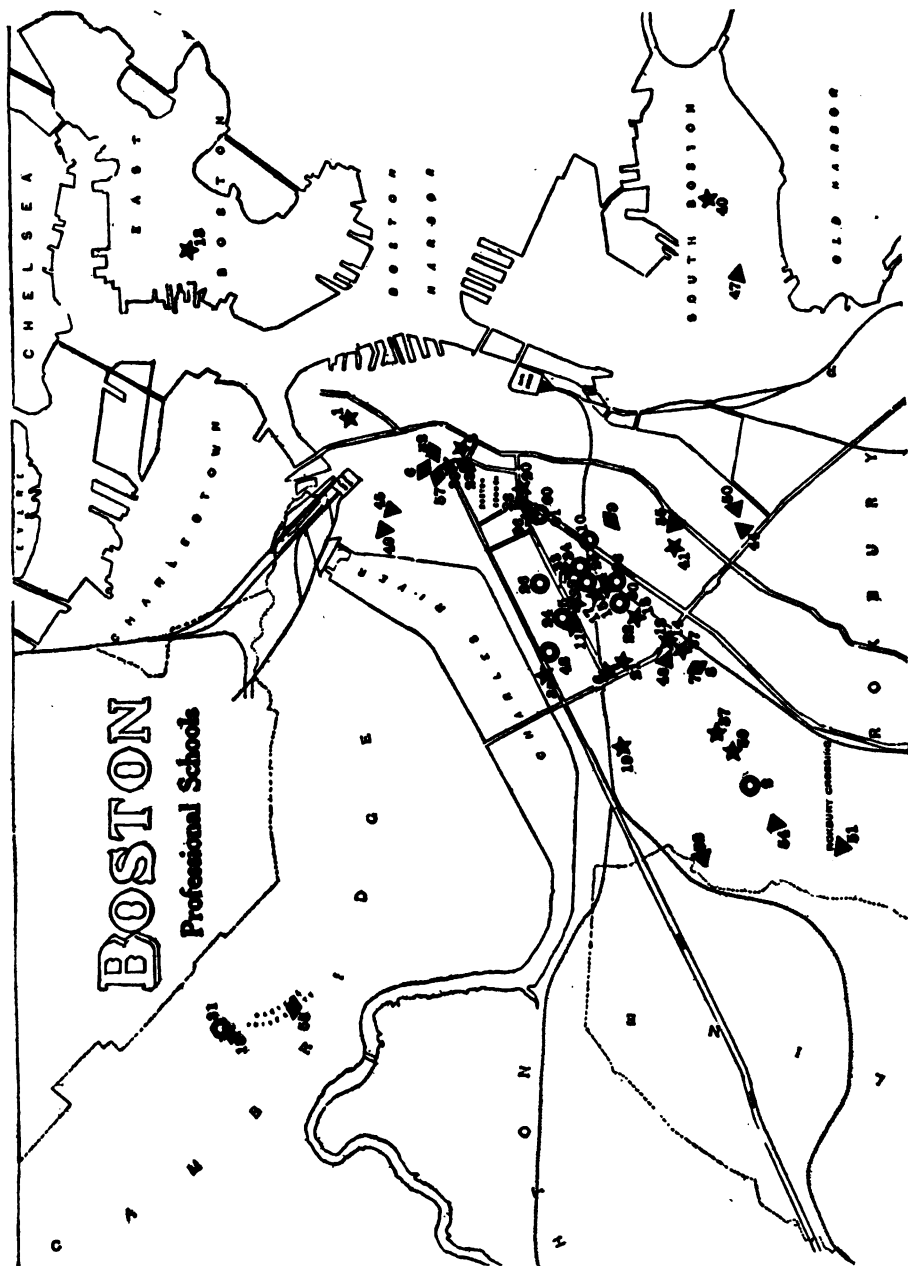
The purpose of the summer course is to give additional equipment for work in pediatrics, medical social service, food inspection, milk production, and home economics. The purpose of the winter course is to give practical instruction for the assistance of those engaged in or planning to enter upon agricultural work.

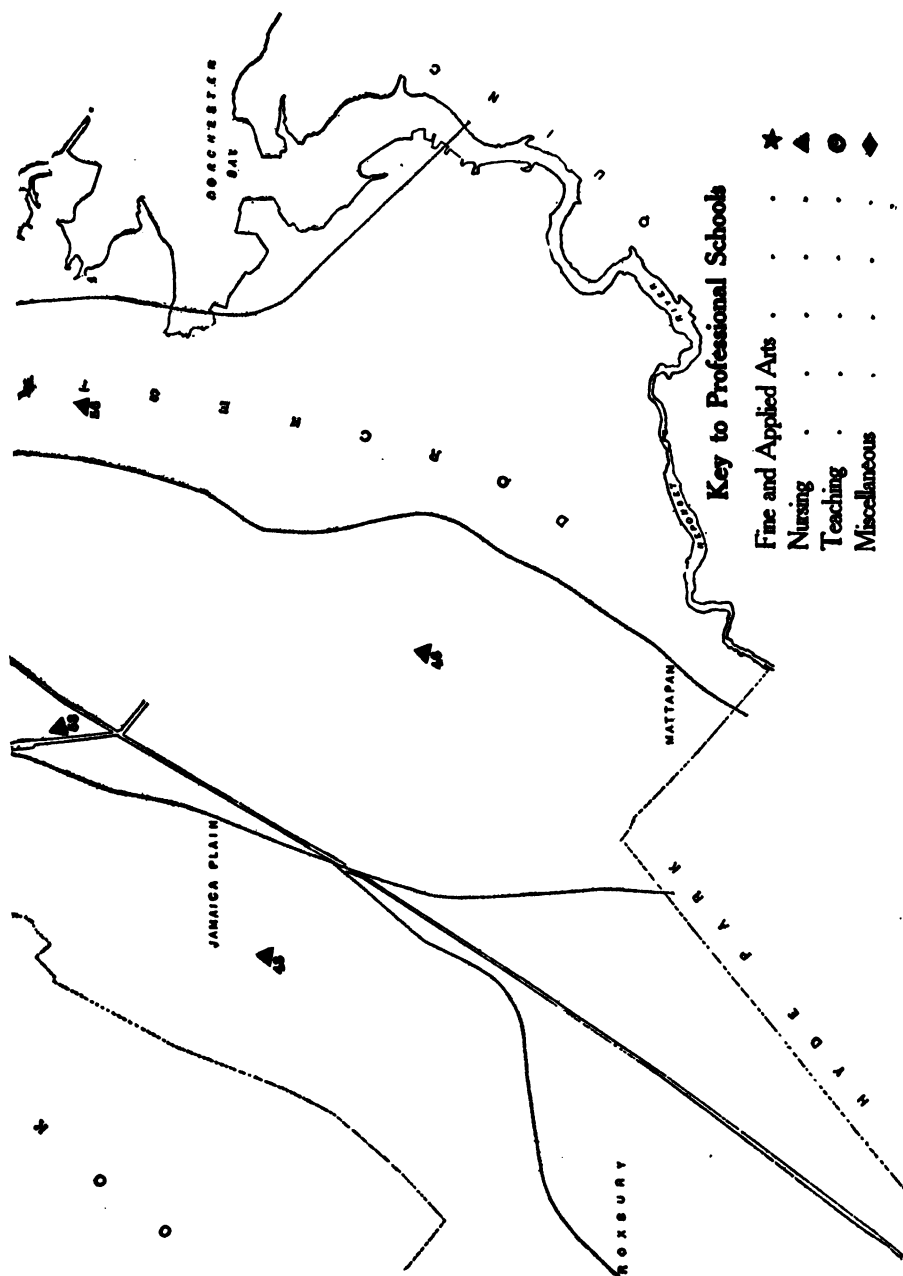
- Courses:** Summer course—Milk production and handling.  
Winter course—Lectures on agriculture.  
Special—Relation of clean milk to public health; agricultural methods; lectures by experts; camp life in the pine woods.
- Admission:** Summer course—Open to a limited number of mature students with previous collegiate or professional training.  
Winter course—Given in Boston and open to all.

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<sup>1</sup> Included here because its winter course is offered in Boston.

<i>Tuition:</i>	Summer course	\$100
	Winter course—Per season	\$10
	Per lecture	\$1
<i>Season:</i>	Summer course—6 weeks; June and July.	
	Winter course—1 afternoon a week; January to March.	
<i>Placements:</i>	Positions are found for students of the summer school.	





## KEY TO MAP OF PROFESSIONAL SCHOOLS

1. Boston Music School Settlement
2. Boston Normal School (public)
3. Boston School of Illustration
4. Boston School of Painting  
Boston University
5. Saturday and Late Afternoon Courses in Music
6. School of Law  
Boston Young Men's Christian Association
7. Law School
8. School of Commerce and Finance
9. Boston Young Women's Christian Association, School of  
Domestic Science
10. Chandler Normal Shorthand School
11. Classes in Decorative Design
12. Commercial Art School
13. East Boston High School, Industrial Class in Art Metal  
Work and Jewelry (public)
14. Edith Coburn Noyes Studios
15. Emerson College of Oratory
16. Eric Pape School of Art
17. Faeltzen Pianoforte School
18. Faulhaber School of Social and Classic Dancing
19. Fenway School of Illustration
20. Fox-Buonamici School of Pianoforte Playing
21. Greely School of Elocution and Dramatic Art
22. Leland Powers School of the Spoken Word
23. Massachusetts Nautical Training School (public)
24. Massachusetts Normal Art School (public)
25. Miss Annie Coolidge Rust's Froebel School of Kinder-  
garten Normal Classes
26. Miss Wheelock's Kindergarten Training School
27. New England Conservatory of Music
28. New School of Design
29. Perry Kindergarten Normal School
30. Posse Normal School of Gymnastics

31. Sargent School for Physical Education
32. School for Social Workers
33. School of English Speech and Expression
34. School of Expression
35. School of Folk and Gymnastic Dancing
36. School of Physical and Dramatic Education
37. School of the Museum of Fine Arts
38. Sloyd Training School
39. Society of Arts and Crafts
40. South Boston School of Art
41. South End Music School
42. Training School for Kindergartners
- Training Schools for Nurses
43.       Adams Nervine Asylum
44.       Boston City Hospital
45.       Boston Lying-in Hospital
46.       Boston State Hospital
47.       Carney Hospital
48.       Children's Hospital
49.       Massachusetts General Hospital
50.       Massachusetts Homœopathic Hospital
51.       New England Baptist Hospital
52.       New England Deaconess Hospital
53.       New England Hospital for Women and Children
54.       Peter Bent Brigham Hospital
55.       St. Elizabeth's Hospital
56.       St. Mary's Infant Asylum and Lying-in Hospital  
            and St. Margaret's Hospital
57. Tuckerman School
58. University Extension Courses in Boston
59. Whitney International School for Vocalists and Pianists
- Women's Educational and Industrial Union
60.       Course for Teachers in Vocational Schools
61.       Course for Teachers of Salesmanship

**NOTE.** The Warelands Dairy School and the Training School for Nurses of the Long Island Hospital are omitted because they are outside the boundaries of this map.



## COMMERCIAL SCHOOLS

Public recognition of the need of commercial schools has caused their gradual establishment throughout the United States. In general, two types of commercial instruction have arisen: the intensive short course, varying in length from a few months to one or two years, and the longer course of four years, which prepares for an all-round commercial life by offering work both in general subjects and in the specific subject, commerce. The endowed and private schools for the most part offer intensive short courses, while the public high schools offer intensive short courses in some schools and the longer courses for all-round commercial education in special schools. Business men are demanding that all these types of schools make efficiency the keynote of their work. What the young people want most of all is not free tuition, but the chance to become efficient workers. The employers demand accurate bookkeepers and efficient secretaries; the students have the right to insist upon proper training; the schools must protect themselves by requiring a proper previous preparation on the part of their students and sufficient time in which to train to a high standard. The only proof that any commercial school can have for its right to existence is the efficiency of its product.

The schools listed in this Handbook are among the best in the city. The Committee will be pleased to place on file in their office the names of other schools of equally

good standard. The coöperation of the Boston Chamber of Commerce and of experts in commercial education has aided in determining whether or not the standard of the schools listed was sufficiently high to warrant their being mentioned.

## COMMERCIAL SCHOOLS

- A. Public Commercial Schools
  - B. Endowed and Private Commercial Schools
- 

### A. PUBLIC COMMERCIAL SCHOOLS

#### **Continuation School**

(Public)

48 Boylston Street

The public day Continuation School aims to give to persons already employed part-time instruction that will be of immediate assistance to them in their daily work.

*Admission:* Residents of Boston who are so employed as to be able to profit by the instruction.

*Tuition:* Free.

*Placements:* All pupils are already employed. At the end of each course pupils whose attendance and record have been satisfactory are granted certificates.

#### *Banking Class*

*Course:* History of banking; different classes of banks and their relation to each other; correspondence; notes; usury; discount; currency; foreign monetary systems; credit; clearing houses; stocks and

bonds; the stock exchange; foreign and domestic exchange; funding systems; efficiency training.

*Season:* 2 afternoons a week; 12 weeks.

*Business Organization and Salesmanship Class*

*Course:* Handling and care of merchandise; the sale; demonstrations, with discussion and criticism; store and office organization; efficiency training.

*Season:* 2 afternoons a week; 12 weeks.

*Clothing Class*

*Course:* Fibres; processes in manufacture of cloth and clothing; kinds and values of cloth used in clothing; principles of cutting and fitting; quality of material and workmanship; design; style; store system; salesmanship; efficiency training.

*Season:* 2 afternoons a week; 12 weeks.

*Department Store Salesmanship Class*

*Course:* Brief review of subjects found under preparatory salesmanship; store system; the psychology of the sale; demonstration; hygiene; efficiency training.

*Season:* 2½ hours twice a week; 30 weeks.

*Dry Goods Class*

*Course:* Fibres; cotton and cotton goods; wool, worsteds, and woolens; silk and silk fabrics; linen and linen fabrics; recognition

and comparison of mixed fabrics; tests for determining quality; coloring materials; shrinking; mercerization; non-inflammable fabrics; care of stock; salesmanship; efficiency training.

**Season:** 2 afternoons a week; 12 weeks.

*English Class for non-English Speaking People*

**Course:** Conversation; reading; spelling; writing; civics.

The basis of the work is objective and illustrative, with the immediate purpose of developing power in oral expression in the new language.

**Season:** 2 hours 5 days a week; 30 weeks.

*Preparatory Salesmanship Class*

**Course:** Commercial correspondence; facility in expression; store arithmetic; sales slip practice; sources of merchandise and its distribution; raw materials; textiles; penmanship; color and design; hygiene; talks on the principles of success; salesmanship.

**Season:** 2½ hours twice a week; 30 weeks.

*Retail Shoe Salesmanship Class*

**Course:** Leather—Source, tanning, kinds, values.  
Boots and shoes—Process of manufacture, quality of material and workmanship, shape, style, lining, trimming.

The human foot—Anatomy and hygiene of, variations in shape.

Fitting of shoes; store system; salesmanship; efficiency training.

*Season:* 2 mornings a week; 12 weeks.

*Shoe and Leather Class*

*Course:* Production, distribution, and manufacture of leather; tanning processes; kinds, grades, and values of leather; manufacture and classification of shoes; salesmanship; efficiency training; visits to industrial plants.

*Season:* 2 afternoons a week; 12 weeks.

*Spanish and Italian Classes*

*Courses:* Conversational courses to give the student ear training and the power to understand and be understood in the spoken language, and also to read in the written language; additional courses will probably be offered in French and German.

*Season:* 2 hours a week; length of course indefinite.

**Evening Commercial High Schools**

Central Evening High School (Commercial Department)  
(For boys)

English High School, Montgomery Street

Central Evening High School (Commercial Department)  
(For girls)

Girls' High School, West Newton Street

Charlestown Evening Commercial High School  
(For boys and girls)  
Monument Square

Dorchester Evening Commercial High School  
(For boys and girls)  
Washington Street and Talbot Avenue

East Boston Evening Commercial High School  
(For boys and girls)  
Marion Street, between Princeton and Saratoga Streets

Hyde Park Evening Commercial High School  
(For boys and girls)  
Harvard Avenue and Everett Street

North Evening Commercial High School  
(For boys and girls)  
Norman and South Margin Streets

Roxbury Evening Commercial High School  
(For boys and girls)  
Warren and Montrose Streets

South Boston Evening Commercial High School  
(For boys and girls)  
Thomas Park and G Street, Dorchester Heights

The aim of these schools is to give training that will prepare the pupil for a favorable entrance into commercial life.

**Courses:** English composition; bookkeeping; penmanship; stenography; typewriting; commercial law, geography, and arithmetic; business organization; salesmanship; civil service; merchandise; commerce and industry.

**Admission:** Graduation from a Boston elementary day school or from a Boston elementary even-

ing school or from a school of equal or higher grade; also by examination.

**Tuition:** Free to residents of Boston; advance payment of \$1 is required, which will be refunded in case the pupil has been (1) regular in attendance, (2) satisfactory in conduct, and (3) making proper use of school equipment.

Non-residents, per year \$19

**Season:** 3 evenings a week; October to April; 4 year course for graduation.

**Placements:** Effort is made to assist the pupil who desires to better his working condition.

### High School of Commerce

Worthington Street, near Longwood Avenue

The object of the High School of Commerce is to give boys a sound preparation for commercial life. To accomplish this purpose, instruction is given in General High School subjects and in the specific subject, commerce.

**Courses:** English, with special reference to business forms; bookkeeping and accounting; business administration; local industries; stenography and typewriting; commercial design, law, geography, and arithmetic; economics; history of commerce and industry.

Other academic subjects are offered which

are usually found in high school programs of study.

**Special**—The pupils do apprenticeship work in business houses, hear special courses of lectures by business men, and make visits to business houses.

**Admission:** Graduation from a Boston elementary school or from other public or private school whose standard is satisfactory to the Board of Superintendents; also by examination.

**Tuition:** Free to residents of Boston.

**Season:** 5 days a week; September to June; 4 year course.

**Placements:** Effort is made to place graduates through the vocational counselor.

### High Schools with Commercial Departments

Brighton High School

(For boys and girls)

Cambridge and Warren Streets

Charlestown High School

(For boys and girls)

Monument Square

Dorchester High School

(For boys and girls)

Washington Street and Talbot Avenue

East Boston High School

(For boys and girls)

Marion Street, between Princeton and Saratoga Streets

English High School

(For boys)

Montgomery Street

Girls' High School

(For girls)

West Newton Street

Hyde Park High School

(For boys and girls)

Harvard Avenue and Everett Street

Roxbury High School

(For girls)

Warren and Montrose Streets

South Boston High School

(For boys and girls)

Thomas Park and G Street, Dorchester Heights

Summer High School

(For boys and girls)

Roxbury High School Building

Warren and Montrose Streets

West Roxbury High School

(For boys and girls)

Elm Street, Jamaica Plain

The object of these commercial departments is to offer the pupil training for a favorable entrance into business.

*Courses:* English, with special reference to business forms; bookkeeping; stenography; type-writing; commercial law, geography, and arithmetic; economics; history of commerce and industry; salesmanship in the Dorchester and Girls' High Schools; bookkeeping and stenography in the Summer High School.

Other academic subjects are offered which are usually found in the programs of study of the General High Schools.

**Admission:** Graduation from a Boston elementary school or from other public or private school whose standard is satisfactory to the Board of Superintendents; also by examination.

**Tuition:** Free to residents of Boston.

**Season:** 5 days a week; September to June; 4 year course, except in the Roxbury High School, where an intensive 2 year course is given.

Summer High School—6 weeks; July and August.

**Placements:** In most high schools, an employment service is maintained and successful effort is made to secure positions for pupils of high standing.

## B. ENDOWED AND PRIVATE COMMERCIAL SCHOOLS

### **Boston Young Men's Christian Association School of Business**

**312 Huntington Avenue**

The aim of this school is to prepare young men for favorable entrance into business life.

*Courses:* Bookkeeping, shorthand, and general commercial—These courses include such subjects as shorthand; typewriting; bookkeeping; business English; commercial law, geography, and arithmetic.

*Admission:* Ability to profit by the instruction.

*Tuition:* Day school, per year \$125  
Evening school, per term \$30  
Single courses at proportionate rates.

*Season:* Day school—5 days a week; September to June; 1 and 3 year courses.

Evening school—Winter term, October to May.

Summer term, May to October.

*Placements:* Effort is made to place pupils through the Employment Department.

### **Boston Young Men's Christian Association School of Commerce and Finance**

(See page 143)

**Boston Young Men's Christian Union**  
48 Boylston Street

This institution provides opportunity for young people to associate themselves in small groups having some common object and with the financial assistance of the foundation to work out those objects in coöperative effort. The special object in the work described here is to prepare for efficient work in commercial life.

**Courses:** Bookkeeping; shorthand; typewriting; business law, arithmetic, and English; civil service; business methods and salesmanship; penmanship; French; German; Spanish; Italian.

**Admission:** Ability to profit by the instruction.

**Tuition:** Membership, in addition to class fees \$1  
Class fees, per season \$1.50 to \$5  
Women may enter classes on payment of \$1  
initial registration in addition to class fees.

**Season:** Evenings; October to May; the Union is open during the entire year.

**Placements:** An Employment Bureau is maintained by the Union with no charge to the young man or to the employer.

**Boston Young Women's Christian Association**  
School of Stenography  
40 Berkeley Street

The purpose of this school is to fit women to be self-supporting in business life.

- Courses:** Phonography; typewriting; English; spelling; accounts; business letter correspondence; legal work; court testimony.
- Admission:** 16 years of age or over; elementary school education, high school or normal preferred.
- Tuition:** Day course, per month \$7  
Evening course, per 25 lessons \$6
- Season:** All classes 5 times a week; day classes, September to June; evening classes, October to June; the length of the course depends upon the preparation and ability of the student; students may enter at the beginning of each month.
- Placements:** The Association generally places students, but does not guarantee positions.

### **Bryant and Stratton Commercial School**

**334 Boylston Street**

The purpose of this school is to train young people for mercantile or allied pursuits. It aims to develop the business capacity of the student and to impart knowledge that will lay the foundation for a business career.

**Courses:** General commercial, stenographic, secretarial, commercial teachers', civil service, and a special short course; these courses include such subjects as shorthand; typewriting; bookkeeping; commercial arithmetic, law, history, and geography; business correspondence; accounts; filing and cataloging.

*Admission:* 16 years of age or over; elementary school education.

*Tuition:* Per 10 weeks \$45

*Season:* 5 days a week; September to June; students may enter at any time.

*Placements:* Positions are not guaranteed, but the school assists its graduates in finding positions.

**Chandler Normal Shorthand School**  
(See page 133)

**Clark School of Shorthand and Typewriting**  
338 Washington Street

The aim of this school is to fit young men and women for stenographic positions.

*Courses:* Shorthand and typewriting, together with supplementary work in commercial law, English, and arithmetic.

*Admission:* 14 years of age or over; elementary school education.

*Tuition:* Day course, per month \$15  
Evening courses

Elementary and Intermediate, per month \$5

Speed and Professional, per season \$25

*Season:* Day course—5 days a week; September to June.

Evening courses—2 or 3 times a week; September to April.

Students may enter at any time.

**Placements:** Positions are not guaranteed, but assistance is given in finding positions.

### **Hickox Shorthand School**

Pierce Building, 12 Huntington Avenue

The aim of this school is to prepare the student for all duties which devolve upon the shorthand amanuensis.

**Courses:** Phonography; typewriting; business correspondence; training for general office duties.

**Admission:** High school education or its equivalent in English.

**Tuition:** Regular day course, per month \$12 to \$15  
Evening course, per month \$5

**Season:** Day course—5 days a week.  
Evening course—2 evenings a week.  
Students may enter at any time during the calendar year.

**Placements:** Positions are not guaranteed, but assistance is given in finding positions.

### **Pierce Shorthand School**

Lawrence Building, 149 Tremont Street

The aim of this school is to give training in stenography and typewriting.

**Courses:** Shorthand and typewriting and supplementary work in business correspondence and office appliances.

*Admission:* High school education or its equivalent in English.

*Tuition:* Per month \$15

*Season:* 5 days a week; students may enter at any time during the calendar year.

*Placements:* Positions are not guaranteed, but assistance is given in finding positions.

### Union School of Salesmanship

The Women's Educational and Industrial Union

264 Boylston Street

The purpose of the course is to teach right thinking towards salesmanship as a profession and rouse a feeling of responsibility; to develop the personal qualities necessary to genuine success; to instill a regard for system and cultivate a habit of attention to details; to instruct in those subjects which increase knowledge of goods to be sold; and to develop individual power.

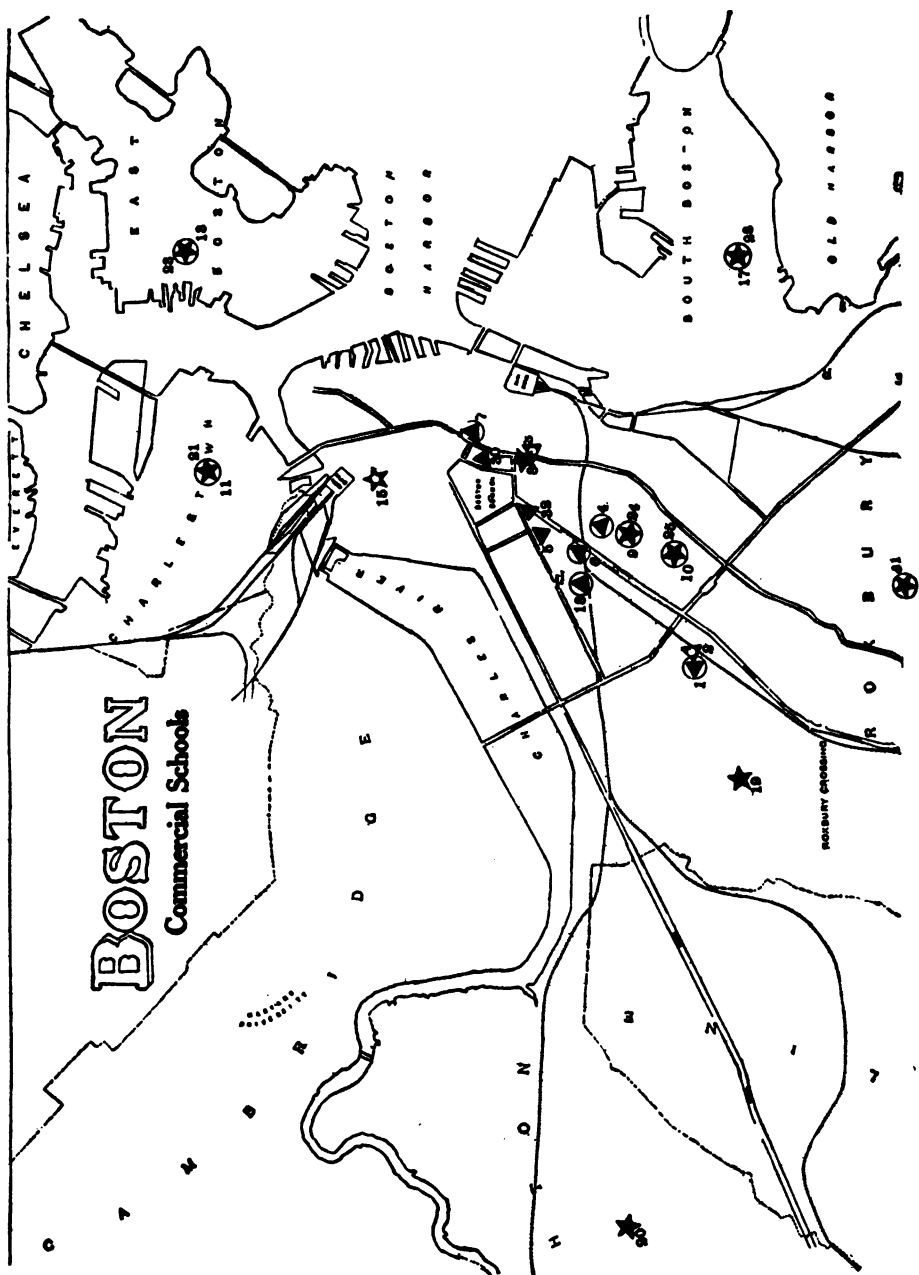
*Courses:* Arithmetic; demonstration sales; textiles; salesmanship; color and design; English, including business correspondence; hygiene; physical education.

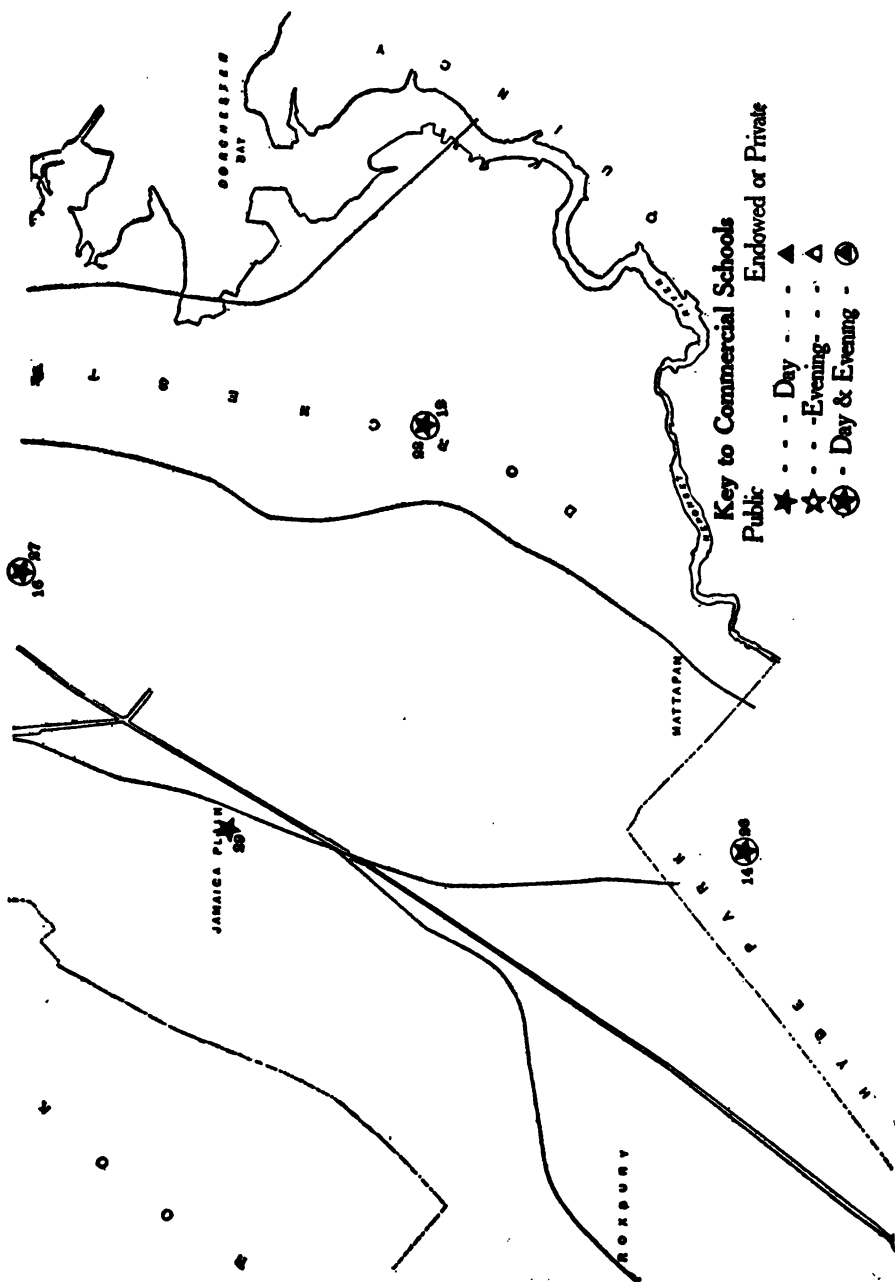
*Admission:* Saleswomen employed by coöperating stores.

*Tuition:* Free.

*Season:* 3 hours a morning except Monday; 12 weeks; students may enter in September, January, and April.

*Placements:* All women are already employed.







## KEY TO MAP OF COMMERCIAL SCHOOLS

1. Boston Young Men's Christian Association, School of Business
2. Boston Young Men's Christian Association, School of Commerce and Finance
3. Boston Young Men's Christian Union, Commercial Courses
4. Boston Young Women's Christian Association, School of Stenography
5. Bryant and Stratton Commercial School
6. Chandler Normal Shorthand School
7. Clark School of Shorthand and Typewriting
8. Continuation School
- Evening Commercial High Schools**
9. Central Evening High School (for boys)
10. Central Evening High School (for girls)
11. Charlestown Evening Commercial High School
12. Dorchester Evening Commercial High School
13. East Boston Evening Commercial High School
14. Hyde Park Evening Commercial High School
15. North Evening Commercial High School
16. Roxbury Evening Commercial High School
17. South Boston Evening Commercial High School
18. Hickox Shorthand School
19. High School of Commerce
- High Schools with Commercial Departments**
20. Brighton High School
21. Charlestown High School
22. Dorchester High School
23. East Boston High School
24. English High School
25. Girls' High School
26. Hyde Park High School
27. Roxbury High School
28. South Boston High School
29. West Roxbury High School
30. Pierce Shorthand School
31. Summer High School
32. Union School of Salesmanship



## INDUSTRIAL SCHOOLS

Nine-tenths of the American youth take up, rightly or wrongly, industrial careers. Many of the misfits in industry are the result of a lack of vocational direction and industrial training. The child goes out into the world almost empty-handed, knowing only that he must earn his living. His public school education will be of value to him, but he lacks the practical knowledge of any industry. He has not had access to training that will allow him proper entrance into an industry and does not even know that such training can be secured.

The National Society for the Promotion of Industrial Education says, "It is equally to the interest of the workman, of the manufacturer, of the teacher, of the citizen, that the boys and girls may find an open door to opportunity by which they may fit themselves to be effective men and women in the industrial life of our nation."

The schools mentioned in this Handbook offer such opportunities for industrial training. While all the schools which are mentioned here may be classed as industrial schools, they are not all vocational; the list includes pre-vocational, manual training, trade, technical, and other improvement schools. Corporation<sup>1</sup> and apprenticeship<sup>2</sup> schools and industrial homes have been omitted, not for the reason that they are not valuable, but because the opportunities in them are not open to the general public.

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<sup>1</sup>Chickering & Sons, Department of Piano Tuning, excepted.

<sup>2</sup>The School of Printing, North End Union, excepted.

Industrial education merely offers a favorable entrance into the industries; to get the best results, the student must supplement such education by actual experience as a wage-earner; the success of industrial education depends upon the coöperation of the school and leaders in industry.

## **INDUSTRIAL SCHOOLS**

- A. Public Industrial Schools**
    - 1. For Boys and Men**
    - 2. For Both Sexes**
    - 3. For Girls and Women**
  - B. Endowed and Private Industrial Schools**
    - 1. For Boys and Men**
    - 2. For Both Sexes**
    - 3. For Girls and Women**
- 

### **A. PUBLIC INDUSTRIAL SCHOOLS**

#### **1. FOR BOYS AND MEN**

**Boston Industrial School for Boys**  
**Brimmer School**

**Common Street, near Washington Street**

This school is intended for boys who desire training that will prepare them for industrial work. Pupils will be offered an opportunity to learn the elements of a desirable wage-earning occupation and to continue their training along lines that will broaden their conceptions of industrial opportunity. The technical and academic work, while shaped to conform to the needs of the trade activities, is sufficiently broad to give a cultural basis for intelligent citizenship.

- Courses:** Machine shop work; carpentry; sheet metal work; electrical work (repairing, installation, and operation of electrical machines and appliances); printing; bookbinding. Supplementary training is given in arithmetic, algebra, geometry, English, industrial history, commercial geography, physics, mechanical drawing, civics, and hygiene.
- Admission:** Boys 14 years of age who are graduates of Boston elementary schools or who hold labor certificates, and who show (usually by experience in the school itself) that they can profit by the instruction.
- Tuition:** Free to residents of Massachusetts. In the case of non-residents of Boston, after securing the approval of the State Board of Education, their tuition is paid one-half by the state and one-half by the city or town in which they reside.
- Season:** 5 days a week; September to June; pupils may enter in September or January; at present, a 2 year course is provided, with a tentative course for the third and fourth years.  
Part-time day and evening classes will probably be organized for those already in the trades.
- Placements:** The school proposes to coöperate with the industries in order to secure suitable positions for the pupils.

**Brimmer Branch, Evening Industrial School**  
(See Evening Industrial and Trade Schools, page 186)

**Mechanic Arts High School**

Belvidere and Dalton Streets

This is a school in which special instruction is given in the principles of woodworking, forging, and machine shop practice. About one-third of the time is devoted to practice in the school woodworking, machine, and forge shops, and two-thirds to the usual high school subjects.

**Courses:** Free-hand and mechanical drawing; industrial design; carpentry; wood carving and wood turning; pattern making; forging; machine shop work; industrial physics.

Other academic subjects are offered which are usually found in high school programs of study.

Fourth year pupils may specialize in machine design, industrial design, or architectural drawing.

**Admission:** Graduation from a Boston elementary school or an equivalent education satisfactory to the Board of Superintendents.

**Tuition:** Free to residents of Boston; non-residents pay tuition, the rate of which is determined by the School Committee each year.

**Season:** 5 days a week; September to June; 4 year course.

**Placements:** Pupils who complete the course with a good record readily find suitable employment. The school secures desirable positions for many boys.

### **Pre-Vocational Centers**

Agassiz School  
Brewer and Burroughs Streets, Jamaica Plain

Lewis School  
Paulding Street, Roxbury

Oliver Wendell Holmes School  
School and Athelwold Streets, Dorchester

Quincy School  
Tyler Street, near Harvard Street

Sherwin School  
Sterling Street, Roxbury

U. S. Grant School  
Paris Street, East Boston

The aim of the Pre-Vocational Centers is to put into operation in the elementary schools an influence which may prolong school life beyond the age of 14; to enable some retarded boys to graduate earlier than under present circumstances; to awaken in certain boys a desire for an industrial career and to offer definite opportunity for vocational guidance therein; to point to the Boston Industrial School or the Mechanic Arts High School after graduation from the elementary school, rather than to the street or some blind alley vocation; and to afford some definite preparation for boys who do finally go to work at 14.

- Courses:** Agassiz School—Box making and woodwork.  
Lewis School—Printing.  
Oliver Wendell Holmes School—Furniture making.  
Quincy School—Machine shop practice.  
Sherwin School—Sheet metal work.  
U. S. Grant School—Bookbinding.  
Supplementary work is offered in each of the above schools in free-hand and mechanical drawing, industrial and commercial history and geography, shop and business English, spelling, mathematics, current events, civics, and hygiene.
- Admission:** Boys 12 to 14 years of age of each school or of adjoining districts who select the work with the approval of masters, parents, or guardians.
- Tuition:** Free to residents of Boston.
- Season:** Regular school hours; 10 hours a week to industrial work; September to June; 2 year course or less.
- Placements:** Efforts are made by the Vocational Counselor and by the instructors in manual training and pre-vocational work to secure positions for the pupils.

**South End Branch, Evening Industrial School**  
(See Evening Industrial and Trade Schools, page 186)

## 2. FOR BOTH SEXES

### Evening Industrial and Trade Schools

Central Evening Industrial School

(For both sexes)

Mechanic Arts High School

Belvidere and Dalton Streets

Brimmer Branch\*

(For boys)

Common Street

East Boston Branch

(For both sexes)

East Boston High School

Marion Street, East Boston

Hyde Park Branch

(For both sexes)

Hyde Park High School

Harvard Avenue and Everett Street, Hyde Park

Roxbury Branch

(For both sexes)

Old Dearborn School

Dearborn Place, Roxbury

South End Branch\*

(For boys)

Franklin Union

Berkeley and Appleton Streets

Evening Trade School\*

(For women and girls)

618-620 Massachusetts Avenue

The aim of the Evening Industrial School is to increase the efficiency of those who wish to become more familiar

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\* These three schools, although not for both sexes, are included here, as well as in Division 1 (For Boys and Men) and Division 3 (For Girls and Women), because they are parts of the group of Evening Industrial and Trade Schools and have the same aim, season, requirements for admission, etc., as the other parts of this industrial group.

with various processes and parts of their trades or of trades closely allied to their own. The majority of the pupils are men who have spent years in their trades and wish to learn machines, methods, and processes which have been invented since their apprenticeship.

The aim of the Evening Trade School is similar to the above. The increased efficiency often results in employment during dull seasons.

*Courses:* Courses are offered in various phases of such subjects as drawing, design, machine shop practice, gasoline engines for motor truck drivers, decorating, and similar work for men, and cooking, dressmaking, millinery, clothing and straw machine operating, and household economics for women. Courses are not offered in the same subjects in all the schools. Opportunities in other trades and industries will be provided whenever the demand is sufficient.

*Admission:* No examination required; residents of Massachusetts over 17 years of age, not attending a public day school in Boston, who are able to profit by the instruction; in general, it is understood that in order to profit by the instruction offered in a given course, the pupil must be so employed as to have opportunity to practice a calling the same as or closely allied to the one which he elects to study at the school.

Pupils attending a public day school in Boston are admitted to the Evening Industrial Schools only by written permission on a form provided for the purpose and obtainable at the several schools.

**Tuition:** Free to residents of Boston; advance payment of \$1 is required, which will be refunded in case the pupil has been (1) regular in attendance, (2) satisfactory in conduct, and (3) making proper use of school equipment.

Non-residents either secure the approval of the State Board of Education, in which case the amount of their tuition is paid one-half by the state and one-half by the city or town in which they reside, or pay \$4 a month in the Evening Trade School or \$5 a month in the Evening Industrial School.

**Season:** 3 evenings a week; October to April; pupils may enter at any time.

**Placements:** The schools recommend capable pupils for suitable employment.

### 3. FOR GIRLS AND WOMEN

#### Evening Elementary Schools

Abraham Lincoln Evening School  
Ferdinand Street

Bigelow Evening School  
Fourth and E Streets, South Boston

- Bowdoin Evening School  
Myrtle Street
- Comins Evening School  
Terrace and Tremont Streets, Roxbury
- Dearborn Evening School  
Orchard Park and Chadwick Street, Roxbury
- Franklin Evening School  
Waltham Street
- Frederic W. Lincoln Evening School  
Broadway, near K Street, South Boston
- Hancock Evening School  
Parmenter Street
- Hyde Park Evening School  
Harvard Avenue and Everett Street, Hyde Park
- John Cheverus Evening School  
Moore Street, East Boston
- Lyman Evening School  
Paris and Gove Streets, East Boston
- Mather Evening School  
Meeting House Hill, Dorchester
- Phillips Brooks Evening School  
Quincy and Fayston Streets, Dorchester
- Warren Evening School  
Pearl and Summer Streets, Charlestown
- Washington Evening School  
Norman and South Margin Streets
- Washington Allston Evening School  
Cambridge Street, Allston

The courses offered give supplementary training in the household arts.

*Courses:* Cooking; dressmaking; embroidery; millinery. Courses are not offered in the same subjects in all the schools.

**Admission:** No examination required; residents of Boston between 14 and 16 years of age who are qualified to receive an age and schooling certificate, and are not attending a public day school in Boston; residents of Boston over 16 years of age who are not attending a public day school in Boston; non-residents of Boston who pay the required tuition; pupils attending a public day school in Boston are admitted to the evening elementary schools only by written permission on a form provided for the purpose and obtainable at the several schools.

**Tuition:** Free to residents of Boston.  
An advance payment of \$0.50 is required, which will be refunded in case the pupil has been (1) regular in attendance, (2) satisfactory in conduct, and (3) making proper use of school equipment.

Non-residents, per year \$19

**Season:** 5 evenings a week; October to April; pupils may enter at any time.

**Placements:** Teachers help capable pupils as far as possible to find suitable positions.

### Evening Trade School

(See Evening Industrial and Trade Schools, page 186)

**High School of Practical Arts**  
Corner of Winthrop and Greenville Streets  
Roxbury

The school aims to prepare pupils in the subjects that underlie the practical arts of the household and to provide definite industrial training for those who wish to enter some skilled trade.

**Courses:** Household science; millinery; dressmaking; sewing; cooking.

Supplementary training is given in chemistry, physics, industrial history, household accounts, marketing, household decoration, textiles, industrial drawing, physical training, choral singing, and other subjects usually taught in high schools with the exception of foreign languages.

**Admission:** Graduation from a Boston elementary school or an equivalent education satisfactory to the Board of Superintendents.

**Tuition:** Free to residents of Boston; non-residents pay tuition, the rate of which is determined by the School Committee each year.

**Season:** 5 days a week; September to June; 4 year course.

**Placements:** The school has a vocational assistant whose duty it is to assist the girls to obtain suitable employment and who keeps in touch with them after graduation.

**Trade School for Girls**  
**620 Massachusetts Avenue**

The purpose of this school is to give to girls between the ages of 14 and 25 years, sufficient training in a trade to enable them to earn a living wage. No claim is made that the girls learn a trade, but simply that enough shop practice is given to enable them to work intelligently and efficiently as assistants to dressmakers, milliners, or cooks, or to operate power machines with some degree of accuracy and speed.

**Courses:** Dressmaking; millinery; clothing machine operating; straw machine operating; cooking and serving; catering.

Supplementary training is given in business English, business arithmetic, textiles, design and models, salesmanship, and business methods.

**Admission:** 14 years of age or over.

**Tuition:** Free to residents of Massachusetts.

**Season:** 5 days a week; length of course varies according to ability of pupil; pupils may enter at any time during the calendar year.

**Placements:** Vocational assistants find suitable positions for the girls and keep in touch with them until they are self-dependent. When not ready for permanent positions, pupils are often placed for part-time work, one week in the school and one in the shop.

## B. ENDOWED AND PRIVATE INDUSTRIAL SCHOOLS

### 1. FOR BOYS AND MEN

#### **Boston Architectural Club Evening Classes 16 Somerset Street**

In general, these classes aim to cover the preliminary field of architectural education.

*Courses:* Architectural design; elementary and advanced construction; architectural history; free-hand drawing from the cast and from life; shades, shadows, and rendering; mathematics (algebra, plane, solid, and descriptive geometry needed in office work).

Whenever there is sufficient demand, classes are arranged in French, water colors, and pen and ink rendering.

*Admission:* Membership in Boston Architectural Club except for boys doing 1st year work.

*Tuition:* Membership in Club—Initiation                \$10  
   Annual dues                \$12  
Additional class fees    \$8 to \$19

*Season:* 3 or 4 evenings a week; October to May; students may enter October 1st.

**Placements:** The Club maintains an employment bureau for architects and draftsmen. This is not limited to members of the Club.

### **Boston Young Men's Christian Association Automobile School**

288 St. Botolph Street

The school aims to give a thorough knowledge of automobile construction and operation; to provide a thorough machine shop repair course; to teach the approved methods of operating a garage; to train men as demonstrators and salesmen; and to train owners to drive, adjust, and repair their cars.

**Courses:** Chauffeurs' and operators' course (lecture, laboratory, and road); automobile, machine shop repair, and garage courses; special courses for business men.

**Admission:** Membership in the Boston Y. M. C. A.; ability to read and write; entrance examination for machine shop repair course.

**Tuition:**

Chauffeurs' and operators' unlimited course	\$55
Automobile machine shop repair course	\$55
Chauffeurs' and operators' lecture and laboratory courses, each	\$15
Garage course	\$15
Lecture and laboratory courses for business men, each	\$15

**Season:** Day classes during the entire year.  
Evening classes from October to July.

Chauffeurs' and operators' course and course for business men—Day, 6 weeks; evening, 9 weeks.

Machine shop repair course—Day, 9 weeks; evening, 18 weeks.

Garage course—Day, 3 weeks; evening, 5 weeks.

Pupils are admitted preferably at the beginning of each course, but at other times at the discretion of the manager.

*Placements:* A thoroughly equipped employment department is maintained by the school.

**Boston Young Men's Christian Association  
Co-operative Engineering School  
312 Huntington Avenue**

The fundamental aim of this school is to fit young men who are unable to attend the highest grade technical schools for higher positions along engineering lines than they could reasonably expect to attain without further education than that of a high school course.

*Courses:* Civil, mechanical, chemical, and electrical engineering, including subjects common to such courses.

*Admission:* High school education or its equivalent; ability to pass entrance examinations.

*Tuition:* Per year \$110  
Students are receiving pay for work with co-operating firms.

**Season:** School—6 days a week; alternate weeks; September to June; 4 year course.

Business—Alternate weeks from September to June; full time from June to September.

**Placements:** Upon entering the course, boys are placed with coöperating firms.

**Boston Young Men's Christian Association  
Polytechnic School  
312 Huntington Avenue**

The purpose of the school is to train students in applied science.

**Courses:** Free-hand drawing; industrial design and interior decoration; illustrating and cartooning; architectural, mechanical, and machine drawing; lettering; chemistry; physics; mathematics (algebra, geometry, trigonometry, calculus); surveying; railroad engineering; structural detailing; steel bridge design; steel and concrete building design; window dressing.

The courses in architectural, free-hand, mechanical, and machine drawing, industrial design and interior decoration, are also given in the daytime.

**Admission:** Membership in the Boston Y. M. C. A.; ability to profit by the instruction.

**Tuition:** Per course \$6 to \$39

If more than one course is taken, a discount of \$3 for each additional course will be made.

*Season:* 1 to 3 evenings a week; October to April; full course, 30 weeks; half course, 15 weeks.

*Placements:* Effort is made to place students through the Employment Department or directly through the school relations with business firms.

**Boston Young Men's Christian Association  
School of Electricity  
288 St. Botolph Street**

The purpose of the school is to give technical electrical training to men not able or prepared to attend a regular technical day school.

*Courses:* Lectures and laboratory practice in general electricity, including the principles of wiring, dynamo machinery, direct current motors, electrical measurements, power plant operation, electric lighting, and alternating current electricity.

Special lectures for wiremen on the national and municipal electrical codes.

Supplementary work is given in mathematics, physics, and mechanical drawing.

*Admission:* Ability to profit by the instruction.

*Tuition:* 3 year course—1st year \$35  
2d and 3d years, each \$50

	1 year course	\$25
	Special wiremen's course	\$8
<i>Season:</i>	1 year course—2 evenings a week; 30 weeks.	
	3 year course—3 evenings a week; 32 weeks.	
	These courses repeated in the day if necessary.	
	Special wiremen's course—10 evening lectures.	
<i>Placements:</i>	Diplomas under the seal of the Association are given to students who have satisfactorily completed the 3 year course. The Association maintains an Employment Department which is open to members at a discount of 25 per cent. from the legal rates.	

### **Chickering & Sons Piano Tuning Department<sup>1</sup>**

**Tremont and Northampton Streets**

The Department aims to prepare men thoroughly for the trade of piano tuning.

*Courses:* Piano tuning, voicing, regulating, repairing, and polishing.

*Admission:* 16 years of age or over; a musical ear and mechanical ability; probationary period of 3 months.

*Tuition:* Free; after the probationary period, pupils

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<sup>1</sup> This corporation school is included because it does not limit its training to those who are afterwards necessarily to remain in the employ of this firm.

are paid from \$3 to \$8 a week as progress is made.

*Season:* Regular course, 3 years; course in regulating and voicing, 1 year; pupils may enter at any time during the calendar year.

*Placements:* Opportunity through business connections of the school for placing graduates.

### Franklin Union

Berkeley and Appleton Streets

Franklin Union aims to supplement the daily work of men in the trades and industries by giving them in a practical way the technical training which cannot readily be picked up in the shop.

*Courses:* Group A—Industrial chemistry (general, organic, qualitative, and quantitative); electricity (alternating current, electrical machinery, and power plant operation); structures (steel bridge and building design).

Group B—Machine construction (including strength and properties of materials); steam engines and boilers; architectural working drawings; heating and ventilating; principles of telephone operation.

Group C—Preparatory course for the Lowell Institute; reading shop drawings; sheet metal drafting; mechanical drawing; trigonometry; estimating for architects and builders; surveying calculations;

gasoline engines; tool and jig design; engineering problems and shop sketching; pharmacy; pharmaceutical chemistry.

Group D—Expert watch repairing; firing; boiler operating; reënforced concrete design; structural detailing; gasoline engines; automobile and motor boat engines.

Other courses are given when there is demand. Supplementary work is offered in practical science, hydraulics, industrial arithmetic, algebra, and geometry.

**Admission:** Men, 14 years of age or over, 18 years preferred; preference is given to residents of Boston already in the trades.

**Tuition:** Per season \$4 to \$15

**Season:** Day or evening—Winter term, September to March.

Spring term, April and May.

Length of courses—Group A, 3 years; B, 2 years; C, 1 year; and D, 3 months.

**Placements:** Most men are already employed, but many gain advancement through their work in school.

### Hawley School of Engineering

Mechanics Building, 115 Huntington Avenue

The purpose of the school is to train men to become practical electricians and steam engineers; to prepare steam engineers for the state examination for licenses; and to train moving picture operators.

**Courses:** Steam engineering course, including operation of steam engines, boilers, and all their appurtenances; electrical engineering course, including direct and alternating current electricity, electrical machinery, electric wiring, and power plant operation; operation of moving picture machines.

**Admission:** 17 years of age or over; elementary school education.

**Tuition:**

Combined steam and electric course	\$110
Electric day course	\$60
Electric evening course	\$40
Steam engineering course	\$20 to \$60
Moving picture operation course	\$25

**Season:** Day or evening; 5 times a week; September to August; students may enter at any time.

Length of courses—Electrical and steam engineering, each, 8 months; moving picture operation, 1 month.

**Placements:** Special effort is made to find positions for graduates. No charge is made for placing.

### **Massachusetts Charitable Mechanic Association Evening Trade School**

Mechanics Building, 111 Huntington Avenue

The purpose of the school is to give further technical training to young men who are already working at a trade.

- Courses:** Masonry, including bricklaying and reënforced concrete; plumbing; carpentry; sheet metal work; pattern drafting; electricity; specialized trade drawing; estimating for carpenters and bricklayers.
- Admission:** 17 years of age or over; elementary school education.
- Tuition:** 1st, 2d, and 3d years, respectively \$12, \$10, and \$8
- Season:** 3 evenings a week; October to April; 3 year course; students may enter at any time.

### North End Union School of Printing<sup>1</sup>

20 Parmenter Street

The aim of the school is to give apprentices an opportunity to learn thoroughly the fundamental operations of good typographic printing and to lay the foundations for future intelligent and competent workmanship.

- Courses:** Regular course—Hand composition; press-work; business methods.  
Supplementary work is given in spelling, punctuation, capitalization, and grammar.  
Special—Part-time system of shop and school.
- Admission:** 16 years of age or over; good recommendation; probationary period until the applicant has proved his ability.
- Tuition:** For the year \$100

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<sup>1</sup> This apprenticeship school is included because it has at different times given work along other lines in which boys were not apprenticed.

Wages are paid during the last four years of the apprenticeship term.

*Season:* 6 days a week; 1 year course; students may enter at any time during the calendar year; this year at the school is the first of a 5 year apprenticeship term.

*Placements:* All students who have shown the necessary aptitude are apprenticed with employing printers.

### **School for Industrial Foremen**

(Lowell Institute)

Massachusetts Institute of Technology

Boylston Street

The aim of the school is to give training to that group of superior men who are able to profit by instruction of high grade. The courses are intended to bring the systematic study of applied science within the reach of young men who are following industrial pursuits and desire to fit themselves for higher positions, but are unable to attend courses during the day.

*Courses:* 1st year course—Mathematics; physics; elementary electricity; mechanism; drawing.

2d year mechanical course—Elements of thermodynamics; the steam engine and boilers; valve-gears; applied mechanics; hydraulics; testing laboratory; steam and hydraulic laboratory; mechanism design; machine design.

2d year electrical course—Elements of thermodynamics; steam engines and boilers; valve-gears; steam laboratory; direct current machinery; alternating currents; electric distribution; electrical testing (laboratory); laboratory of dynamo electric machinery.

*Admission:* 18 years of age or over; examinations in arithmetic (including the metric system), elementary algebra, plane geometry, and mechanical drawing; courses are open only to those who purpose to complete the full course of 2 years.

*Tuition:* Free.

*Season:* 3 or 4 evenings a week; October to June; 2 year course.

*Placements:* Attention is given by the secretary of the alumni association to opportunities for graduates.

### Wentworth Institute

Huntington Avenue and Ruggles Street

The purpose of the school is to give young men training for mechanical trades and "to increase the average standard of skill and intelligence in all of the trades for which it establishes courses."<sup>1</sup> The instruction is designed to cultivate mechanical skill and to give a thorough knowledge of technical and scientific principles relating to each trade. "This training is sufficiently broad to de-

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<sup>1</sup> Catalogue of Wentworth Institute, 1912-13, pp. 1 and 2.

velop the habit of reasoning, power of initiative, and ambition.”<sup>1</sup>

*Courses:* Group A—1 year day courses for beginners and persons who have had little practical experience in the mechanical trades:—Carpentry and building; electric wiring; plumbing; pattern making; foundry practice; machine work. These courses furnish in a shorter time and a more practical way the training that the old-time system of apprenticeship formerly offered, and increase the likelihood of greater ultimate advancement than could be expected by one whose training has been wholly in the shop.

Group B—Foremanship Courses, *i. e.*, 2 year day courses for young men who have had some practical experience in mechanical trades, or an equivalent, and who wish to become superior workmen, master mechanics, or foremen:—Machine construction and tool design; electrical construction and operation. These courses are broader and more thorough than the 1 year courses and are intended for young men who hope to attain advanced positions in mechanical and electrical industries.

Group C—Evening Shop Courses for men regularly employed during the day who wish to perfect themselves in mechanical

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<sup>1</sup> Catalogue of Wentworth Institute, 1912-13, pp. 1 and 2.

work:—Carpentry and building; pattern making; machine work; tool making; foundry practice; electric wiring; plumbing.

**Group D**—Evening Technical Courses for men employed in mechanical occupations during the day who wish technical instruction and knowledge of scientific principles to supplement their daily experience and to increase their earning power:—Practical mathematics; mechanical drawing; machine design; practical mechanics; strength and properties of materials; the steam engine and operation of power plants; applied electricity; electrical machinery.

*Admission:* 16 years of age or over; applicants must satisfy the principal, through personal interviews, that they are fitted by natural ability, practical experience, or previous school training to succeed in the type of work for which the courses plan to fit them.

**Groups A, C, and D**—No entrance examinations.

**Group B**—Examinations in arithmetic and English. In arithmetic the applicant must show facility in common practical calculation; in English he must be able to express himself intelligently in matters relating to his proposed trade.

- Tuition:** Day courses, 3 terms a year, per term \$6  
 Evening courses, per season (2 terms) \$6  
 Laboratory charges, per term \$3
- Season:** Group A (1 year day courses) and Group B (2 year day courses)—5 days a week; September to June.  
 Groups C and D—3 evenings a week; September to March.
- Placements:** Wentworth Institute assists students who have completed their courses to find satisfactory positions. It also assists students in the school to find part-time employment.

## 2. FOR BOTH SEXES

### Boston Young Men's Christian Union 48 Boylston Street

This institution provides opportunity for young people to associate themselves in small groups having some common object, and with the financial assistance of the foundation to work out those objects in coöperative effort. The special object in the work described here is to prepare for more efficient work in industrial occupations.

- Courses:** Lettering and show card writing; free-hand and mechanical drawing; electricity; physical training; English for foreigners.
- Admission:** Ability to profit by the instruction.
- Tuition:** Membership, in addition to class fees \$1  
 Class fees, per season \$1.50 to \$5  
 Women may enter classes on payment of \$1 initial registration in addition to class fees.

*Season:* Evenings; October to May; the Union is open during the entire year.

*Placements:* An Employment Bureau is maintained by the Union with no charge to the young man or to the employer.

### **Eliot School**

Eliot Street, Jamaica Plain

(Endowed 1676)

The purpose of the school is "to remove the inconvenience of ignorance" (Apostle Eliot) and to present to adults and children opportunities not offered by public schools in the neighborhood for constructive work in drawing, wood and metal working, carving, and sewing.

*Courses:* Wood carving, with related designing; wood-working (construction course, normal course, course for teachers of special classes); brass, copper, and silver working, with related designing; manual arts; sewing and embroidery for children; mechanical and architectural drawing; mathematics (algebra, geometry, and trigonometry); jewelry making, with related designing.

*Admission:* For children's classes, non-membership in public elementary school; for all other classes, graduation from an elementary school.

*Tuition:* Enrollment fee \$1 to \$5  
Sewing and embroidery classes free.

**Season:** Day classes—6 mornings a week; October to June.

Evening classes—5 times a week; October to April.

1 year course or longer; students may enter at any time.

**Placements:** Interest is taken in the advancement of the students.

### **Faust School of Pianoforte and Organ Tuning**

27-29 Gainsborough Street

The purpose of the school is to provide a complete and systematic course of instruction which will thoroughly equip those who wish to make pianoforte and organ tuning their profession.

**Courses:** Piano, reed, and pipe organ tuning, repairing, regulating, varnishing, and polishing; player-piano repairing and regulating; piano scale construction; supplementary work is given in elementary piano playing, elementary harmony, and acoustics.

**Admission:** 16 years of age or over; musical and mechanical ability.

<b>Tuition:</b>	Piano tuning	\$150
	Pipe organ tuning	\$75
	Reed organ tuning	\$25
	Player-piano tuning	\$50
	Full course, including all the above	\$250
	Piano scale construction, according to ability of student	\$100 to \$200
	Graduate course	\$100

- Season:** Day or evening  
 Regular courses—September to June; 1 to 2 years.  
 Graduate course—June to September.  
 Piano scale construction course—3 months or more, according to the ability of the student.  
 Students may enter at any time.
- Placements:** Effort is made to place graduates through a tuners' bureau maintained by the school.

### **Massachusetts College of Telegraphy** 899 Boylston Street

The school aims to provide young men and women with a practical course of instruction in telegraphy.

- Courses:** Commercial, railroad, brokerage, and wireless telegraphy (Morse and Continental); supplementary work is offered in commercial orthography, penmanship, mathematics, and elementary English for business use.
- Admission:** 15 years of age or over; elementary school education; references required.
- Tuition:** Day courses—Complete in any one
- |                           |      |
|---------------------------|------|
| branch                    | \$90 |
| 1 term, 3 months          | \$40 |
| 1 month, 2 sessions a day | \$15 |

	1 month, morning ses-	
	sion only	\$10
	Evening courses—1 term, 3 months	\$20
	1 month	\$8
<i>Season:</i>	Day classes, 5 times a week; evening classes, 3 times a week; length of course depends on the ability of the student, average, 6 months; students may enter at any time during the calendar year.	
<i>Placements:</i>	Proficiency guarantees employment with various telegraph, telephone, railroad, and steamship companies.	

### **New England Linotype School**

8 Dix Place

The school aims to prepare persons for the successful operation and care of the linotype machine.

*Courses:* Operation and mechanism of the linotype machine; erecting and adjusting of machines; daily practice on a linotype machine.

*Admission:* 18 years of age or over; previous experience in printing business an advantage but not an essential.

*Tuition:* Day courses, per 6 weeks \$60  
Evening courses, per week \$5

*Season:* Day course, 6 weeks or more; evening course, 12 weeks or more; students may enter at any time during the calendar year when there is a vacancy.

**Placements:** Effort is made to place graduates, but positions are not guaranteed.

**North Bennet Street Industrial School**  
89 North Bennet Street

The North Bennet Street Industrial School is an institution for educational and social improvement and for research and experiment in educational and social methods.

**Courses:** Pre-vocational School

(a) For boys—Woodwork; metal work; printing.

(b) For girls—Embroidery; sewing; cooking; laundry work; housekeeping.

Supplementary courses are given in such subjects as industrial arithmetic and history, commercial geography, English, free-hand and mechanical drawing, hygiene, textiles, and applied design.

Public and after-school classes for boys—Woodwork; printing; clay modeling.

After-school classes for girls—Cooking; homemaking; sewing.

Evening classes

(a) For boys—Pottery; woodwork; printing.

(b) For boys and girls—Advanced architectural modeling; plaster casting; wood carving; drawing.

(c) For girls—Millinery; dressmaking; cooking.

Saturday morning classes for teachers and craftsmen—Printing; wood and sheet metal work; pottery.

*Admission:* Pre-vocational School—Boys of the Eliot School and girls of the Hancock School who choose this work and are approved by the masters.

Public school classes—Required of boys in the Eliot School.

After-school classes—Neighborhood boys and girls fitted for the work.

Evening classes—Wage-earners fitted for the work.

*Tuition:* Pre-vocational and public school classes—Free.

After-school and evening classes—Free to residents of the neighborhood when they have paid the house fee, which is \$0.25 to \$1.00 per year according to age.

Saturday morning classes, per season \$10

*Season:* Pre-vocational School—5 days a week; September to July.

Public school classes—5 days a week during the public school year.

After-school classes—4 days a week; October to April.

Evening classes—2 evenings a week; October to April.

Pupils may enter whenever there is a vacancy.

**Saturday morning classes—October to April.**

**Placements:** Teachers assist the pupils to secure positions.

### **Wells Memorial Institute**

**987 Washington Street**

The aim of Wells Memorial Institute is to provide working people the means of social intercourse, mutual helpfulness, mental and moral improvement, and rational recreation; to train workmen to do better work or to take higher positions; and to train women to make the most of their incomes. Activities center largely in clubs and classes. The classes tend to increase the efficiency of the student in his chosen occupation or in the conduct of the home.

**Courses:** Mechanical drawing; civil service; automobile construction; English; public speaking; cooking; household economics; dressmaking; embroidery; millinery.

**Admission:** 18 years of age or over.

**Tuition:** Fees, per year \$1

**Season:** Classes, evenings from November to April; the house is open during the entire year from 9 A.M. to 10 P.M.

### 3. FOR GIRLS AND WOMEN

#### **Boston Young Women's Christian Association Training School for Household Service**

40 Berkeley Street

The aim of this school is to give a thorough preparation for household service.

*Courses:* Regular course—Cooking and serving; general housework; chamber, parlor, and laundry work.

Supplementary work is required in reading, writing, home nursing, plain sewing, and mending.

Special courses—Waitress course; salad making.

*Admission:* 16 years of age or over; applicants must reside 6 months at school and agree to work as domestics for at least one year after leaving school.

*Tuition:* Regular course—Board, room, and tuition free.

Waitress course , \$2.50

Salad making course \$2.00

*Season:* Day and evening during the entire year; regular course, 6 months; waitress course, 6 lessons; salad making course, 3 lessons; students may enter the regular course at any time.

*Placements:* First positions are found.

**Hebrew Industrial School**  
154 Charles Street

The purpose of the school is to improve conditions in the homes of Jewish immigrants and to train the girls especially in the needle trades.

*Courses:* Cooking; domestic science; hand sewing; machine sewing and power machine operating; dressmaking; millinery; embroidery; training of stock and bundle girls.

*Admission:* School girls, 8 to 15 years of age.  
Working girls, 15 years of age or over.

*Tuition:* Free.

*Season:* After school for school girls; evenings for working girls; winter course, October to June; summer course, July and August.

*Placements:* Graduates find positions without difficulty.

**McDowell Dressmaking and Millinery School**  
59 Temple Place

The school aims to teach all branches of dressmaking and millinery.

*Courses:* Garment cutting; dressmaking; millinery; designing (advanced).

Special—Students may furnish materials and make garments for themselves under direction.

*Admission:* 14 years of age or over; some knowledge of sewing.

<b>Tuition:</b>	Courses—Cutting	\$20
	Dressmaking and designing, each	\$10
	Millinery (materials furnished by the school)	\$25
<b>Season:</b>	Day classes—Every day during the year.	
	Evening classes—3 times a week; October to June.	
	Length of courses—Cutting, indefinite; dressmaking, 20 lessons; millinery, 8 weeks; designing, 12 lessons.	
	Students may enter at any time.	
<b>Placements:</b>	Effort is made to place students.	

**Miss Farmer's School of Cookery**  
30 Huntington Avenue

The aim of this school is to afford such instruction as will elevate cookery to its proper place as a science and an art.

<b>Courses:</b>	Cookery, including elementary, advanced, invalid, institutional, infant, and child; dietetics; marketing; demonstration lectures.	
	Courses for waitresses and housemaids; for housekeepers; graduate, for teachers of domestic science; summer course.	
<b>Admission:</b>	18 years of age or over.	
<b>Tuition:</b>	Cookery	\$15, \$17, \$18.50
	Evening classes	\$12 to \$14
	Invalid cookery	\$50 or \$65

	Course for waitresses	\$12
	Course for housekeepers	\$30
	Marketing, per 4 lessons	\$5
	Demonstration lectures, per course	\$3.50 or \$5
	Summer school course	\$45
<i>Season:</i>	Day or evening; October to August.	
	Summer school—1 month; July and August.	
	Demonstration lectures—November to April.	
	Length of courses—1 lesson a week; 10 weeks.	

### Paul Revere Pottery

18 Hull Street

The Pottery aims to give girls a happy, healthful, wage-earning occupation and an opportunity to do beautiful work under ideal conditions.

*Courses:* Pottery making; glazing; drawing; painting.

*Admission:* 13 years of age or over; applicant must be a member of the Library Club House.

*Tuition:* Students are paid from \$3 to \$10 a week.

*Season:* The school is open every day during the year. Length of course indefinite.

*Placements:* Proficiency is usually acquired in two years, after which the girls may remain in the Pottery at a higher wage.

**Training of Women as Attendants  
Vincent Memorial Hospital**

125 South Huntington Avenue, Roxbury

The purpose of this department is the training of women to be attendants in the care of convalescents, feeble or elderly persons, and subacute or chronic cases.

*Courses:* Class instruction and practical work in the hospital.

*Admission:* 20 to 40 years of age; elementary school education.

*Tuition:* Per course \$25  
Students board and lodge at their own expense outside the hospital.

*Season:* The school is open during the entire year; 12 weeks' course; classes begin at intervals of 6 weeks.

*Placements:* A certificate permits the holder to register as attendant at the Directory of Nurses.

**Training School for Nursery Maids  
Infants Hospital**

37 Blossom Street

The Hospital aims to train nursery maids to care for well babies in private families.

*Courses:* Care of well infants; care of nursery; preparation of infants' food (modified milk).

*Admission:* 18 to 25 years of age; elementary school

education; ability to speak English; good health; certificate of ability.

*Tuition:* Students are paid \$5 a month; 2 uniforms are supplied by the training school; lodging, board, and laundry free.

*Season:* October to July; students may enter October 1st, November 1st, February 1st, and March 1st.

Length of course—6 months; 4 months in the hospital, 2 months in a private family.

*Placements:* Positions are assured graduates without registration fee.

### **Training School for Nursery Maids Massachusetts Babies Hospital**

106 Chestnut Avenue, Jamaica Plain

The purpose of this school is to send out into the community for service young women who are able to give intelligent care to babies and who, through their personal hygiene and good manners, become desirable members of the household.

*Courses:* Care of infants, including bathing; care of nursery; modification of milk; preparation of infant diet; care of minor ailments under supervision.

*Admission:* 18 to 25 years of age; elementary school education, high school preferred; good health.

*Tuition:* Pupils are paid \$5 a month after the first 2 months; uniforms provided; lodging,

board, and laundry free; during the 2 months in private family, the family is charged \$6 a week, half of which goes to the Hospital.

*Season:* Every day during the year; 1 month of night duty; 8 months' course, 6 months in Hospital, 2 months in private family; pupils may enter whenever there is a vacancy.

*Placements:* Positions are secured for the pupils through the Hospital.

**Training School for Nursery Maids  
St. Mary's Infant Asylum**

Everett and Cushing Avenues, Dorchester

The purpose of the school is to train girls in the care of children.

*Courses:* Care of infants; nursery work; infant feeding.

*Admission:* 18 years of age or over; elementary school education; good health.

*Tuition:* Students are paid \$10 a month; lodging, board, and laundry free.

*Season:* 6 months' course; students may enter at any time during the calendar year.

*Placements:* Upon completion of the course students are given certificates.

**Women's Educational and Industrial Union**  
**Summer Course in Millinery**  
**264 Boylston Street**

This course gives practical shop experience to those preparing to teach millinery and to those who desire to make their own hats.

*Courses:* Frame making; making and trimming hats.

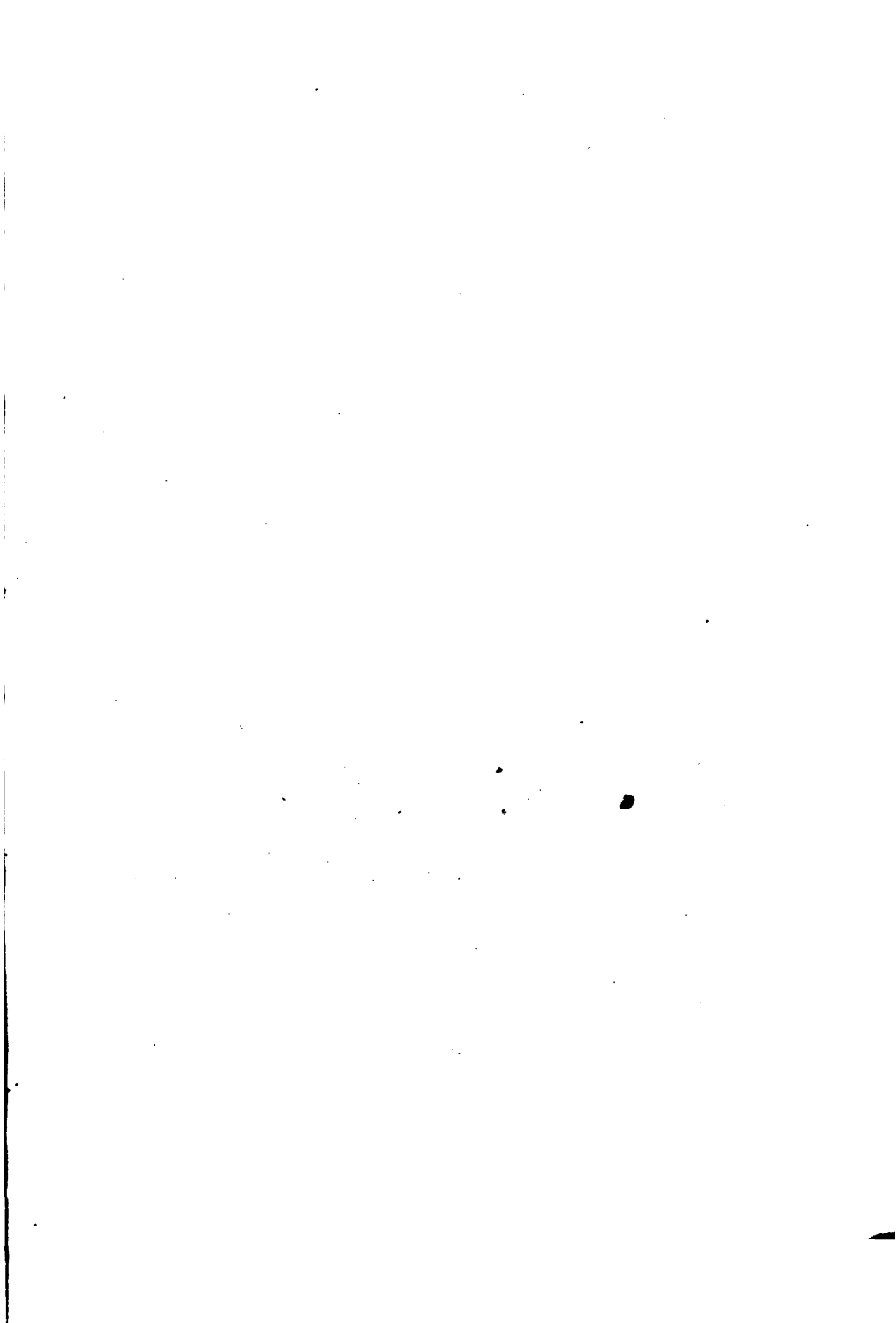
*Admission:* 17 years of age or over.

*Tuition:* Full course \$25

Half course \$15

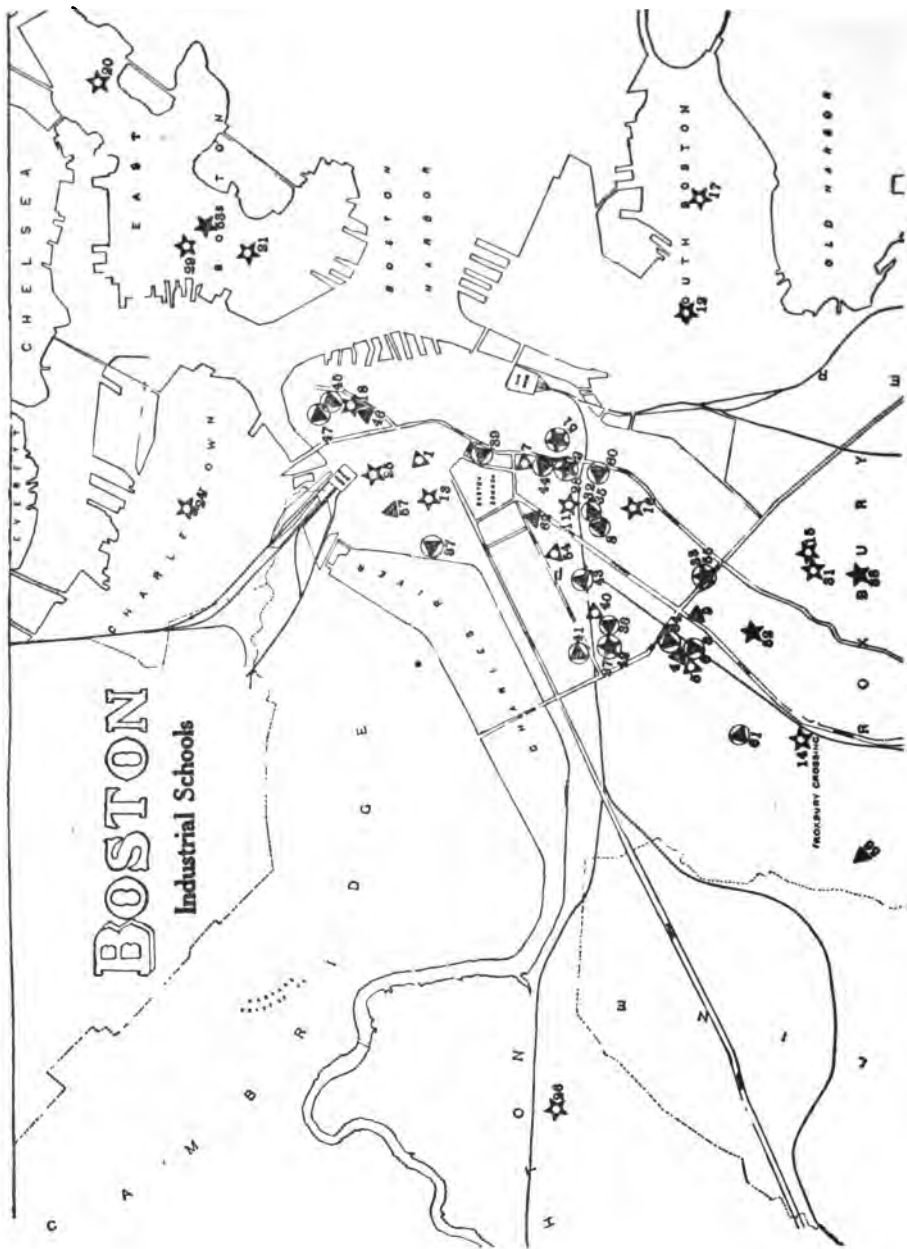
All practice material supplied; work taken home may be paid for at cost of material supplied.

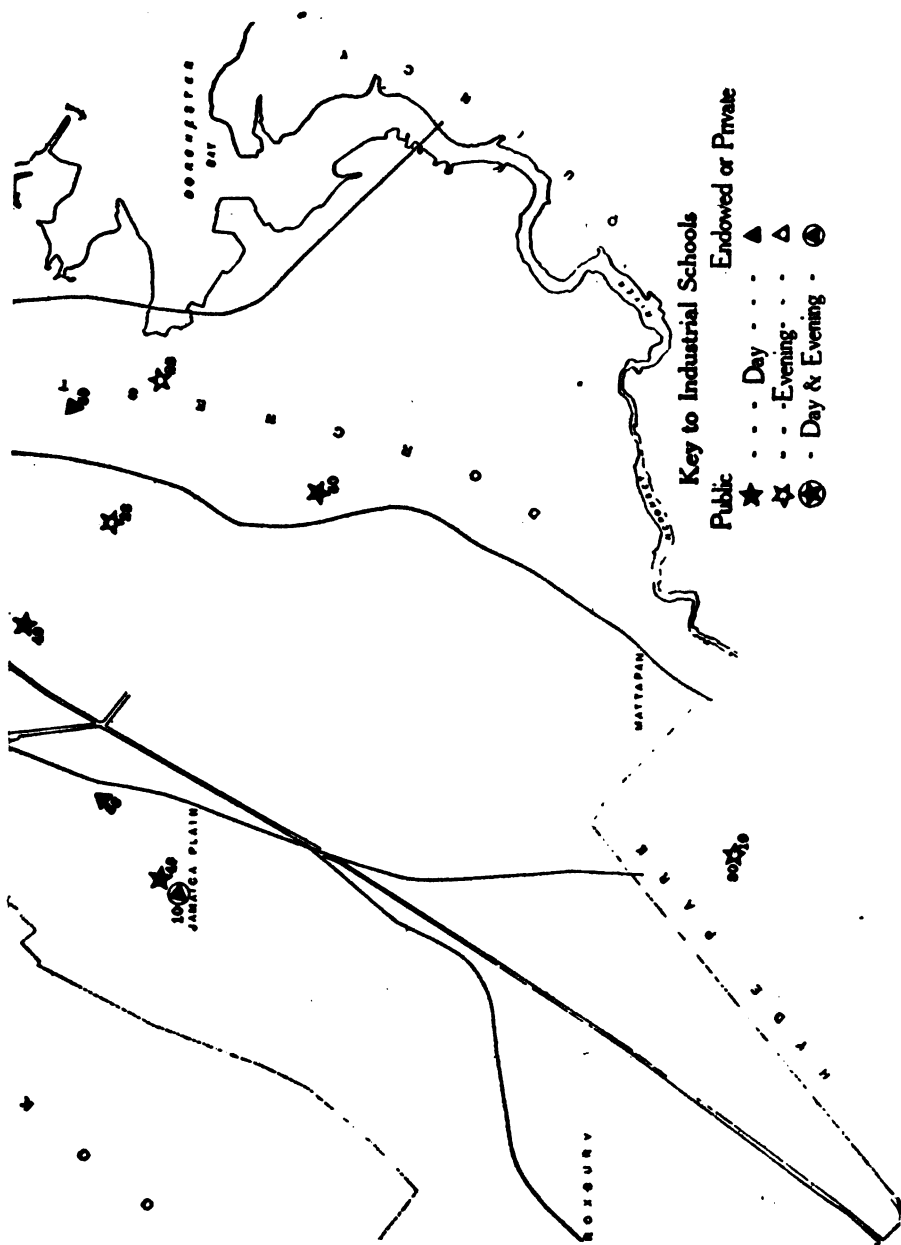
*Season:* 5 days a week; July and August; 6 weeks' course.



# BOSTON

## Industrial Schools





## KEY TO MAP OF INDUSTRIAL SCHOOLS

1. Boston Architectural Club, Evening Classes
2. Boston Industrial School for Boys
- Boston Young Men's Christian Association
3.       Automobile School
4.       Coöperative School of Engineering
5.       Polytechnic School
6.       School of Electricity
7. Boston Young Men's Christian Union
8. Boston Young Women's Christian Association, Training  
    School for Household Service
9. Chickering & Sons, Piano Tuning Department
10. Eliot School

### Evening Elementary Schools

11.       Abraham Lincoln School
12.       Bigelow School
13.       Bowdoin School
14.       Comins School
15.       Dearborn School
16.       Franklin School
17.       Frederic W. Lincoln School
18.       Hancock School
19.       Hyde Park School
20.       John Cheverus School
21.       Lyman School
22.       Mather School
23.       Phillips Brooks School
24.       Warren School
25.       Washington School
26.       Washington Allston School

### Evening Industrial and Trade Schools

27.       Central School
28.       Brimmer Branch
29.       East Boston Branch

80. Hyde Park Branch
81. Roxbury Branch
82. South End Branch
83. Evening Trade School
84. Faust School of Pianoforte and Organ Tuning
85. Franklin Union
86. Hawley School of Engineering
87. Hebrew Industrial School
88. High School of Practical Arts
89. McDowell Dressmaking and Millinery School
40. Massachusetts Charitable Mechanic Association, Evening Trade School
41. Massachusetts College of Telegraphy
42. Mechanic Arts High School
43. Miss Farmer's School of Cookery
44. New England Linotype School
45. North Bennet Street Industrial School
46. North End Union School of Printing
47. Paul Revere Pottery
- Pre-Vocational Centers
48. Agassiz School
49. Lewis School
50. Oliver Wendell Holmes School
51. Quincy School
52. Sherwin School
53. U. S. Grant School
54. School for Industrial Foremen
55. Trade School for Girls
56. Training of Women as Attendants, Vincent Memorial Hospital
- Training Schools for Nursery Maids
57. Infants' Hospital
58. Massachusetts Babies' Hospital
59. St. Mary's Infant Asylum
60. Wells Memorial Institute
61. Wentworth Institute
62. Women's Educational and Industrial Union, Summer Course in Millinery



## SCHOOLS FOR TRAINING IN THE HOUSEHOLD ARTS

The aim of the schools of household arts is to teach girls and women to be homemakers. The female population of the United States is now over forty-four millions; the important vocation of homemaker claims nearly three quarters of the women of the country, the remaining quarter being engaged in various gainful occupations. The great majority of these homemakers take care of their homes without any assistance, except what they may receive from the family, for it is estimated from the census returns that only 7 per cent. of the people of our country keep even one domestic servant and only 3 per cent. keep more than one.

The United States, in common with European countries, has begun to see the importance to the state of having these millions of homemakers efficiently trained for their work, so that the members of their households may become better citizens by being properly fed, clothed, and instructed. To this end, towns and cities have established schools and classes for training in the household arts, where women are taught to be homemakers.

The demand for training in homemaking is growing throughout the country and in several states, Massachusetts included, state aid is given to towns and cities to maintain schools for such training. Many of these schools

devote from 80 to 90 per cent. of the time to direct training in homemaking; this training includes courses in buying, cooking, and serving food; in dressmaking and millinery; in care of children, home nursing, and infant feeding; and in household accounts and planning the expenditure of the household income. The remaining 10 to 20 per cent. of the school time is given to related subjects, which include hygiene and sanitation; special aspects of law for both sexes; laws which protect women as wage-earners and as wives; economics, from the point of view of women as consumers of food, clothes, and rent; and history and civil government, first, of the town, second, of the state, and finally, of the nation.

Besides full-time schools of homemaking, there are evening classes and part-time day schools in which homemaking is taught. Employers allow girls to go to these part-time schools without loss of pay, because the girls become more efficient in their wage-earning occupations through their training in homemaking. Small classes, about fifteen pupils to a teacher, are insisted on in these schools; efficiency, not numbers, is the test; and the pupils are graduated on a basis of accomplishment, not of time spent in the school. Besides these public schools which teach homemaking, private schools have been established for the same purpose with most satisfactory results.

For the past generation, the wage-earning woman has rightly attracted much attention on account of the ability she has shown in the many new occupations that have been opened to her and the opening of these occupations is a significant economic movement. It must be remembered, however, that three quarters of the women are not wage-earn-

ers but homemakers, that they have equal ability, and that it is equally important to the state to have that ability trained to its most efficient use. It is for this reason that the state has begun to give to its women the training in homemaking as well as the training for breadwinning.

## **SCHOOLS FOR TRAINING IN THE HOUSEHOLD ARTS**

- A. Public Schools for Training in the Household Arts**
  - B. Endowed and Private Schools for Training in the Household Arts**
- 

### **A. PUBLIC SCHOOLS FOR TRAINING IN THE HOUSEHOLD ARTS**

#### **Continuation School 48 Boylston Street**

The public day Continuation School aims to give to persons already employed part-time instruction that will be of immediate assistance to them in their daily work.

**Admission:** Residents of Boston who are so employed as to be able to profit by the instruction offered.

**Tuition:** Free.

**Placements:** All pupils are already employed. At the end of each course pupils whose attendance and record have been satisfactory are granted certificates.

*Cooking and Serving Class*

(Held in Various Elementary School Buildings)

*Course:* Outlines prepared to meet the individual needs of the class.

*Season:* 2 afternoons a week; 12 weeks.

*Household Arts Class*

52 Tileston Street

*Course:* Plain cooking; marketing; home furnishing and decoration; care of the home; household economy; selection and care of clothing; personal and home hygiene; general efficiency.

*Season:* 2 hours twice a week; 30 weeks.

**Evening Elementary Schools**

(See page 188)

**Evening Trade School**

(See page 186)

**High School of Practical Arts**

(See page 191)

**Trade School for Girls**

(See page 192)

## **B. ENDOWED AND PRIVATE SCHOOLS FOR TRAINING IN THE HOUSEHOLD ARTS**

**Boston Young Women's Christian Association  
School of Domestic Science  
(See page 144)**

**Garland School of Homemaking  
19 Chestnut Street**

The aim of this school is to supplement the education of women so that they may be fitted to fill their natural place in life as homemakers and to raise the standard of homemaking.

*Courses:* Regular course—The family, the home, and the child; domestic science and art, including a practical study of food and dietetics and of household management; textiles and clothing; applied science, including hygiene, physics, chemistry, biology, and economics; ethics and social service; literature.

Special, graduate, and housewives' courses.  
Practical experience for resident students, including field work.

*Admission:* 18 years of age or over; high school education or its equivalent; number of students limited.

<i>Tuition:</i>	Regular course—Residents	\$1,000
	Non-residents	\$200
	Special course	\$150
	Graduate course	\$30
	Housewives' course, per 10 lessons	\$20
<i>Season:</i>	Regular course, 5 days a week; special course, 3 days a week; October to June; 1 year course.	
	Graduate course—5 hours a week; October to February.	
	Housewives' course—1 morning a week; 10 weeks.	

**Hebrew Industrial School**

(See page 216)

**McDowell Dressmaking and Millinery School**

(See page 216)

**Miss Farmer's School of Cookery**

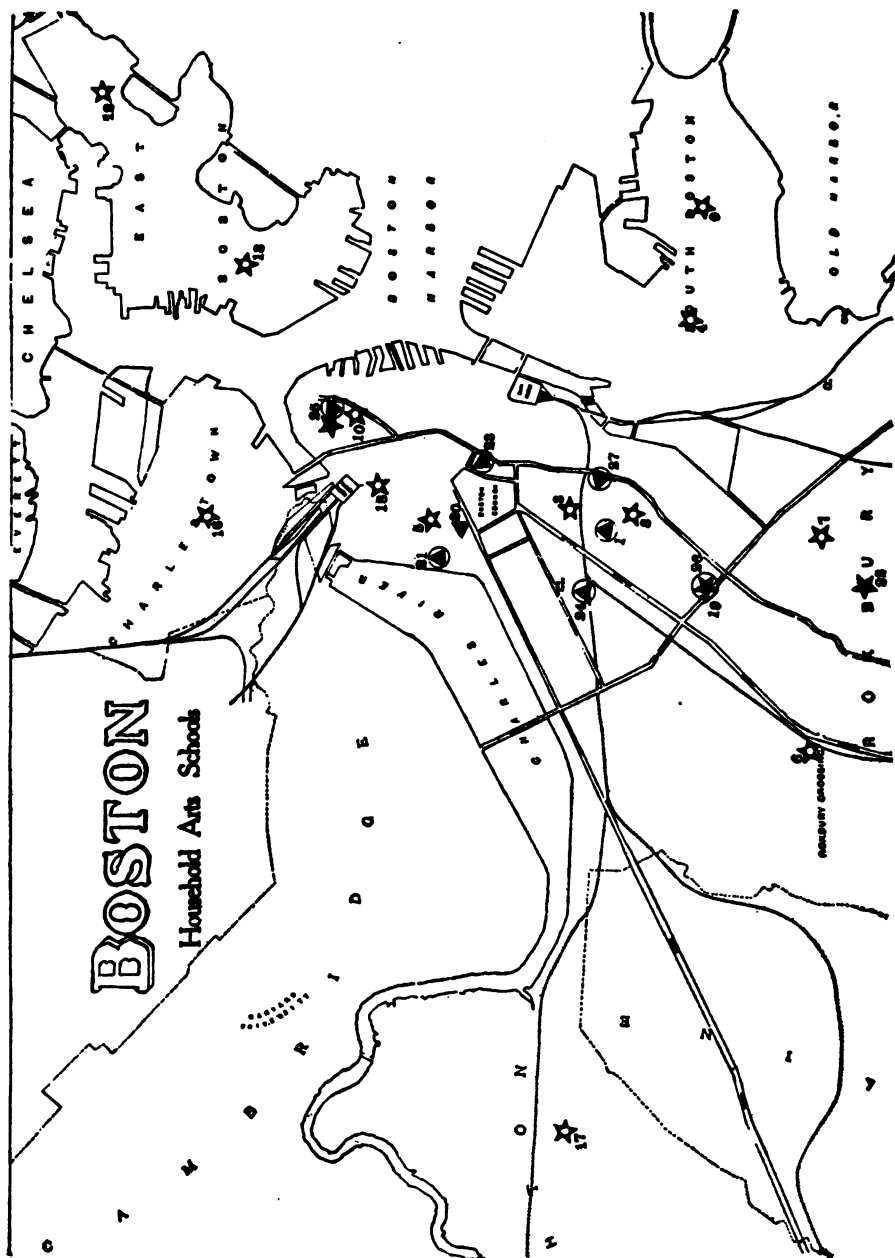
(See page 217)

**North Bennet Street Industrial School**

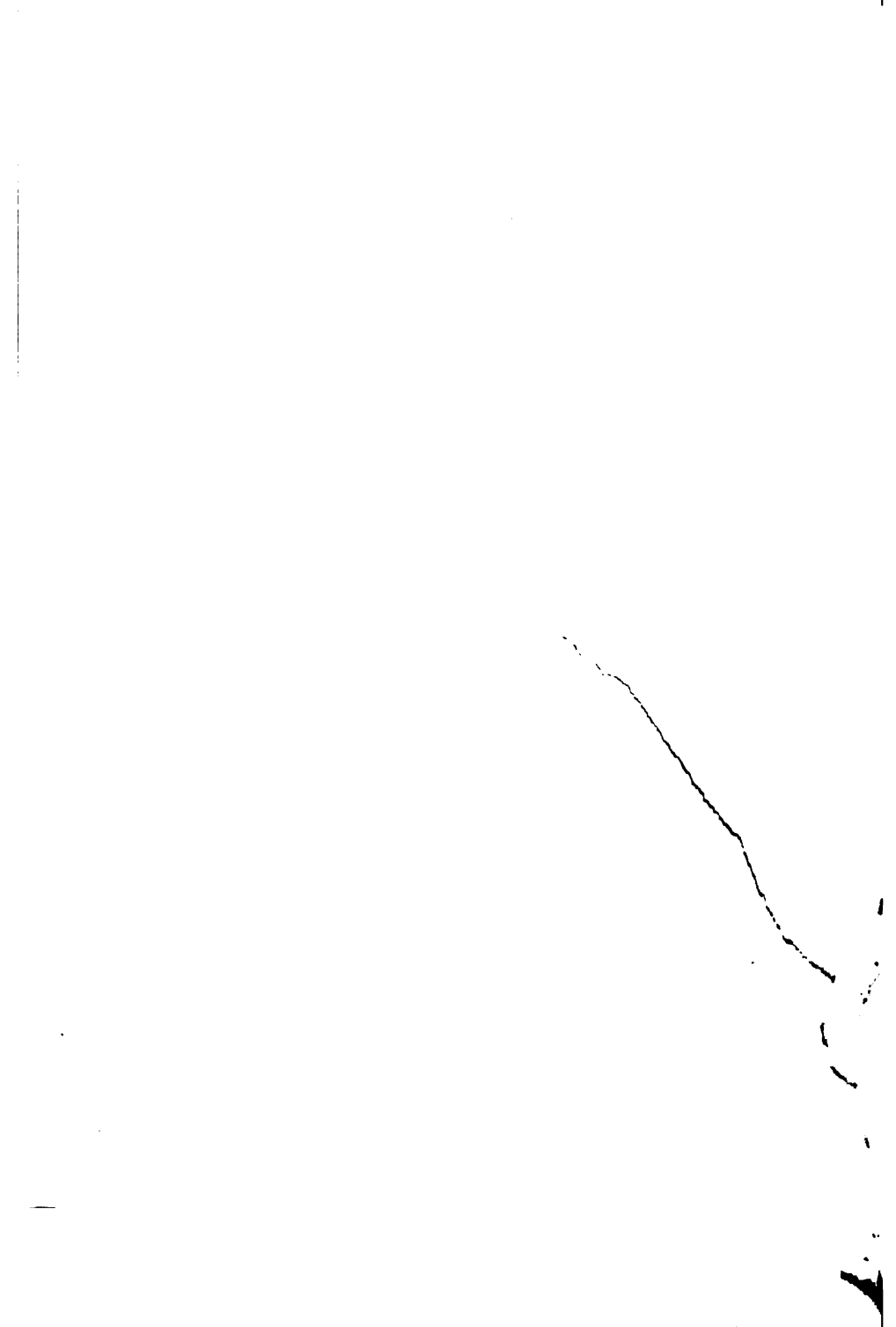
(See page 212)

**Wells Memorial Institute**

(See page 214)







## KEY TO MAP OF SCHOOLS FOR TRAINING IN THE HOUSEHOLD ARTS

1. Boston Young Women's Christian Association, School of Domestic Science
2. Continuation School Class in Household Arts
- Evening Elementary Schools
3. Abraham Lincoln School
4. Bigelow School
5. Bowdoin School
6. Comins School
7. Dearborn School
8. Franklin School
9. Frederic W. Lincoln School
10. Hancock School
11. Hyde Park School
12. John Cheverus School
13. Lyman School
14. Mather School
15. Phillips Brooks School
16. Warren School
17. Washington Allston School
18. Washington School
19. Evening Trade School
20. Garland School of Homemaking
21. Hebrew Industrial School
22. High School of Practical Arts
23. McDowell Dressmaking and Millinery School
24. Miss Farmer's School of Cookery
25. North Bennet Street Industrial School
26. Trade School for Girls
27. Wells Memorial Institute

NOTE. The public Continuation School Classes in Cooking and Serving are omitted because they are not in permanent quarters.

# \*OPPORTUNITIES FOR VOCA

COMPILED

EDUCATION DEPARTMENT OF THE

## CHART 1,

Industrial education offers a favorable entrance into the industries.  
To get the best results the student must supplement such education by actual experience as a wage-earner.  
The success of industrial education depends upon the co-operation of the school and leaders in industry.

### Part 1. Public Schools

- A Day Schools
- B Day Pre-Vocational Centres
- C Evening Industrial Schools
- D Evening Elementary Schools

### PART 2, A.

NAME AND LOCATION	INDUSTRIES TAUGHT	SPECIALLY APPLIED SUBJECTS	SPECIAL FEATURES
<b>LOWELL INSTITUTE SCHOOL FOR INDUSTRIAL FOREMEN</b> Massachusetts Institute of Technology Boylston Street Director:— Charles F. Park	Training in industrial science to fit men already in the trades for advancement in mechanical and electrical pursuits	The aim of the school is to give training to that group of superior men who are able to profit by instruction of high grade. If the applicants are not well fitted by previous training to take up the work of the school, it will not be possible for them to derive full benefit from the courses, or perhaps to maintain their standing	Extensive laboratories and equipment of the Massachusetts Institute of Technology Instruction by members of the faculty of the Massachusetts Institute of Technology
<b>FRANKLIN UNION</b> Berkeley and Appleton Streets Director:— Walter B. Russell	Group a Industrial chemistry Electricity Structures Group b Machine construction Steam engines and boilers Architectural working drawings Heating and ventilating Group c Reading shop drawings Sheet metal drafting Mechanical drawing Trigonometry Estimating for architects and builders Railroad surveying calculations Gasoline engines Group d Expert watch making Firing Theory of reinforced concrete Structural drafting Gasoline engines Group e Special electricity for power plant operators	Practical science Industrial arithmetic Algebra Geometry	Complete laboratory equipment of latest commercial apparatus Instructors from leading manufacturing plants and technical schools

\* This reproduction is a copy of the top of one leaf of Chart 1 of the Chart Series. This chart but the size of other charts varies to suit varying conditions. A smaller size is more convenient  
† These notes and the column "Industries Taught" are printed in red for emphasis.

# TIONAL EDUCATION IN BOSTON

CHART 1  
PART 2, A

BY THE

WOMEN'S MUNICIPAL LEAGUE. FEBRUARY, 1912

## INDUSTRIAL EDUCATION

### Part 2. *Private or Endowed Schools*

- A Schools for Men
- B Schools for both Sexes
- C Schools for Women

Respect for the home, appreciation of law and order, loyalty to the government, qualities which go to the making of the desirable citizen, are the essential products of right training in the schools.

## SCHOOLS FOR MEN

REQUIREMENTS FOR ADMISSION	TUITION	SEASON AND LENGTH OF COURSE	PLACING OF STUDENTS
18 years of age or over Must pass an examination in Arithmetic (including metric system) Elementary algebra Plane geometry Mechanical drawing	Free	7.30 to 9.30 3 or 4 evenings per week 2 year course	Attention is given by the secretary of the alumni association to opportunities for graduates or to change of positions
14 years of age or over 18 years preferred Preference given to men already in the trade	From \$4 to \$10 per season	7.30 to 9.30 Monday, Tuesday, Wednesday and Thursday evenings Saturday afternoons (24 lessons) September to March Group a, 5 year course Group b, 2 year course Group c, 1 year course Group d, 5 months course Group e, morning course duplicating evening course Spring course, April to June	Most men are already in the trade, but many gain advancement through their work in school

has three leaves and lists 57 schools. The actual size of each leaf of this chart is 20 x 30 inches, for desk use. The charts are issued both in cardboard and paper form.



**PART III**  
**SUPPLEMENTARY INFORMATION**



## ORGANIZED OPPORTUNITIES FOR TRAINING FOR THE PHYSICALLY HANDICAPPED IN MASSACHUSETTS

The aim of the present training of blind, deaf, or crippled children is to develop them as far as possible as normal children are developed. Physically, they are trained by the same outdoor games and sports; mentally, by the same standards as those for normal children, though the way to reach those standards is, for them, somewhat longer; and vocationally, although the lines of work which they can enter are fewer, they are trained for doing definite work which has a market value. In short, the attitude towards handicapped children is no longer that of pity and resigned acceptance of their dependence, but of active sympathy which seeks to train them to robust and confident independence and to ultimate self-support.

To any one who has seen crippled boys, who are getting this training at school, abandon themselves to the joy of playing baseball, even so far as to fling themselves, crutches and all, to the ground to reach a base, this attitude toward their future does not seem unwarranted; and it is confirmed by the fact that the baseball nine of cripples at one of these schools won 66 per cent. of all the matches it played with normal boys during a recent season.

The younger the child when this attitude is taken toward it, the better it is for his future. For this reason, all who know handicapped children are urged, first, to see that

they are taken as soon as possible to competent doctors to get the most expert advice about what should be done for them; and second, to see that this advice is followed and the children placed in those schools or nurseries where it is possible to follow it. The schools and nurseries for the handicapped given in this book show the opportunities in Massachusetts for an early start in the right direction, the results of which will be invaluable in all later training; for example, a cripple with but one hand can be taught in one of these schools to be an excellent stenographer or house painter; a blind boy can be taught to be an expert piano tuner; a deaf girl can be taught to be a competent milliner or dressmaker; and it is not infrequently the case that one of these well-trained handicapped children becomes in later years the main support of the family.

The public is beginning to realize that there is a place in the work of the world for well-trained boys and girls who are handicapped, and the coöperation of all employers of labor is asked for in extending opportunities to such well-trained children, that they may be self-supporting, useful citizens, with a courageous, normal attitude toward life.

# ORGANIZED OPPORTUNITIES FOR THE PHYSICALLY HANDICAPPED<sup>1</sup>

- A. Opportunities for the Blind
  - B. Opportunities for the Crippled
  - C. Opportunities for the Deaf
- 

## A. OPPORTUNITIES FOR THE BLIND<sup>2-3</sup>

**Boston Nursery for Blind Babies**  
(Private Home and Hospital for Boys and Girls)  
147 South Huntington Avenue and  
120 Jamaica Parkway, Roxbury, Massachusetts

The purpose is to provide a home and hospital care for infants wholly or partially blind; to supply by training the education that the physically normal child acquires by imitation.

**Admission:** Any blind or partially blind child under 5 years of age.

**Expense:** Admission may be free; when able to pay, the expense is adjusted to financial condition of parents or guardian; expense is borne by private contributions and by

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<sup>1</sup>Besides the schools listed here, the King's Chapel Committee for the Handicapped endeavors to assist those who are physically handicapped. The purpose of this Committee is to consider the individual needs of each case, to advise, and to secure employment of some kind as often as possible. This Committee considers the cases of those who are physically handicapped but mentally normal, i.e., cripples, deaf persons, and those suffering from defective eyesight and heart disease.

<sup>2</sup>The cause of blindness in a great number of cases is due to ophthalmia neonatorum, resulting from lack of proper care of the eyes at time of birth. The Massachusetts law relating to ophthalmia neonatorum is in part as follows: Acts of 1905, Chapter 251,—“Should one or both eyes of an infant become inflamed, . . . at

annual subscriptions; the state pays per capita for State Minor Wards.

*Season:* The Home and the Hospital are open all the year.

*Placements:* Application for admission to the Kindergarten for the Blind at Jamaica Plain must be made to the Perkins Institution by the parents or guardian.

### **Massachusetts Commission for the Blind**

#### **WORK SHOPS**

Cambridge (for men)

686 Massachusetts Avenue

34 Valentine Street

Cambridge (for women)

277 Harvard Street

Fall River (for men)

801 North Main Street

Lowell (for men)

98 Central Street

Pittsfield (for men)

Corner of Cottage Row and Renne Avenue

Worcester (for men)

194 Front Street

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any time within two weeks after its birth, it shall be the duty of the physician, nurse, or other attendant . . . to report (this fact) in writing within six hours thereafter, to the Board of Health of the city or town in which the parents reside . . . (maximum fine \$300). The Board of Health shall then take action in order that blindness may be prevented."

\* A special class for the instruction of those children whose sight is too imperfect to allow them to perform the work of the regular classes, although their condition is not sufficiently serious to necessitate their becoming pupils of a school for the blind, has recently been opened in connection with the Public Schools of Boston. In this class much attention is given to motor training, and all the work is conducted along such lines that the amount of eyestrain may be reduced to a minimum. This class is held at the present time (April, 1918) in the Old Thornton Street School, Roxbury.

Address all communications to  
The Central Office and Salesroom  
8 Park Street, Boston

The purpose is to act as a bureau of information and industrial aid; to find employment, when possible, in competition with the seeing; to establish schools for industrial training; to establish, equip, and maintain workshops for the employment of blind persons; to devise means for the sale and distribution of home and shop products of the blind; to prepare and maintain a register of the blind in Massachusetts.

*Courses:*      Industrial Features

Work Shops—Cambridge (for men): rug weaving, mop making, broom making, chair seating; Cambridge (for women): art fabric weaving, cane-seating; Pittsfield: mattress making, chair seating, broom making; Lowell, Worcester, and Fall River: mattress making, chair seating.

Shop Schools and Industrial Classes—

Instruction in chair seating and mattress making is given with a view to home or shop employment; training is given in rug, mop, and broom making and in art fabric weaving as vacancies occur and as the business expands.

Special Features—Special attention is given to the commercializing of shop, school, and home products; the products of home and

shop industries are sold through the Sales-room at 3 Park Street, Boston; manufactured products (mops, rugs, and brooms) are disposed of in regular commercial channels, through the Commission's distributing agents; shops, especially for renovating trades (chairs, mattresses), are dependent on local patronage; the Commission may, at its discretion, make loans of tools, materials, or other equipment necessary for the chosen trade or business, either to be returned or to be paid for on easy terms.

*Admission:* Able-bodied blind persons, residents of Massachusetts, needing industrial training and employment.

The Commission requires of its apprentices: first, that they shall take up apprenticeship with the distinct hope and determination of making practical and effective use of the trade after its mastery; second, that they shall give their best energy to the mastering of the chosen trade; third, that they shall persevere until the trade has been learned, and shall in no case withdraw without due cause and after consultation with the proper authorities; on the other hand, the Commission reserves the right to dismiss any apprentice for sufficient reason; fourth, that they shall conform to reasonable and customary regulations

while under instruction, both in and out of shop hours.

*Expense:* Instruction is given without charge to citizens of Massachusetts who are qualified for the work and approved by the Commission. It is expected that living or traveling expenses during apprenticeship will be borne by the apprentices or their friends. When necessary, however, the Commission may, by vote in each case, make industrial aid appropriations to be applied thereto. Workmen are paid piece work wages.

*Season:* Shops are in operation throughout the year, but limits of capital make some industries subject to seasonal shutdown or short time, according to fluctuations of trade.

*Placements:* The Commission is able in some cases, if the apprentices desire it, to give them employment in its own workshops. In other cases in which it feels confidence and has opportunity to do so, it will make efforts to secure similar work with other employers, or to assist in establishing the apprentices in carrying on their trades as home industries.

**Perkins Institution  
Kindergarten for the Blind**

(Semi-public Day and Boarding School for Children of  
Kindergarten and Primary School Age)

Day and Perkins Streets, Jamaica Plain, Massachusetts  
(After September, 1918, Watertown)

The purpose is to give care, training, and education to blind children of kindergarten and primary school age.

*Courses:* Subjects Taught—In the kindergarten: games, gifts, occupations, and songs; sloyd in both hard and soft materials; dancing, gymnastic exercises, and outdoor sports.

Special Features—Cottage family plan; constant care and supervision in the house, classroom, and playground; the kindergarten is the preparatory department of the Perkins Institution for the Blind, to which the pupils are promoted on the recommendation of the teachers; special instruction for the deaf-blind.

*Admission:* Blind children, at least 5 years of age, who are mentally normal; no restriction as to sex or color.

*Expense:* Free to children of Massachusetts; other states or individuals pay \$300 a year per pupil.

*Season:* September to June inclusive, with the usual school vacations; length of course, about 6 years; children cannot remain during the long summer vacation.

## **Perkins Institution and Massachusetts School for the Blind**

**(Semi-public Day and Boarding School for Boys  
and Girls)**

**Watertown, Massachusetts**

The purpose of the school is the education of blind children and youth to fit them for life, that they may become wholly or in part self-supporting and take their places in the community as respected and self-respecting citizens.

*Courses:* Industrial Features—Salesmanship; book-keeping; typewriting; piano tuning; chair seating of all kinds; mattress making and renovating; netting; basketry; pianoforte normal department for advanced pupils who teach seeing children for a nominal fee.

Other Subjects—Elementary and high school branches; writing (American Braille, pencil, typewriting); reading (American Braille and Boston line); sloyd; instrumental and vocal music; physical training and dancing.

Special Features—Cottage family plan; library, museum, gymnasium, and athletic field; school chorus; diploma given for completion of academic course; special certificates and diplomas are accepted by certain higher institutions.

*Admission:* 13 to 19 years of age; too little sight to read ordinary print and sufficient intelligence

to profit by instruction; no restriction as to sex or color and no previous training is required.

*Expense:* Endowed and receives state grant; free to Massachusetts children; other applicants are charged \$300 per year.

*Season:* September to June inclusive, with the usual vacations; length of course indefinite.

*Placements:* Every effort is made to place pupils in positions which they are capable of filling.

**Perkins Institution  
State Home Teaching for the Adult Blind  
Watertown, Massachusetts**

The purpose is to instruct blind adults at their own homes; to reveal new resources to blind pupils; to awaken them to new activities by the example, special aptitude, and personal service of their blind teachers; to make the pupils believe in themselves and also to make their households believe in them.

*Courses:* Industrial Features—Reading embossed print as fundamental to knitting, crocheting, chair caning, poultry raising, becoming proprietors of small commercial enterprises, and all sorts of suggestions for occupation.

Special Features—The instruction is given by blind teachers; not only the pupils of these teachers, but the blind throughout the United States and Canada have the

use of the large circulating library of the Perkins Institution.

*Admission:* Any blind person living in Massachusetts who desires the hope and inspiration of example.

*Expense:* Expense is borne by the state.

*Season:* Depends upon the amount of state appropriation and upon the number of pupils desiring instruction.

### **Perkins Institution**

#### *Work Shop Department*

(For Non-resident Adult Blind)

549 East Fourth Street, South Boston

#### *Salesroom*

383 Bolyston Street, Boston

The purpose is to afford a limited number of blind adults a living through work which they might not otherwise be able to command.

*Courses:* Industrial Features—Mattress and pillow making and renovating; chair seating of every description.

Special Features—Special attention is given to the commercializing of products; the number of persons employed is dependent upon ability to keep them busy by piece work the year round; the Howe Memorial Club of graduates of the Perkins Insti-

tution grants small loans to worthy members to start them in their life work.

**Admission:** 20 to 70 years of age; blind adults of good character during years of efficiency.

**Expense:** The business is self-sustaining under guarantee of the Perkins Institution; piece work wages paid.

**Season:** The Work Shop Department and the Sales-room are open the year round.

**Placements:** The work is permanent, subject to efficiency and good behavior.

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## B. OPPORTUNITIES FOR THE CRIPPLED

### Industrial School for Crippled and Deformed Children

(Private Day School for Boys and Girls)

241 St. Botolph Street

Boston, Massachusetts

The purpose of the school is to promote the education and special training of the crippled and of the deformed.

**Courses:** Industrial Features—Trade Classes and Shops for persons over 15 years of age: typesetting, printing, basketry, cane-seating, needle work, making of wooden articles.

Other Subjects—Elementary school branches; manual training, leading to the Trade Class and Shop work.

- Admission:** Crippled or deformed but mentally normal children 5 years of age or over; pupils must agree to the care and treatment prescribed by their own physician or by the physician in attendance at the school.
- Expense:** Tuition and training free; noon meal is given and children are conveyed to and from school when necessary; the school is supported by a small endowment fund and by yearly contributions.
- Season:** Elementary grades, October to June, with the usual vacations; printing shop open the entire year; time required to finish the course depends upon the physical condition of the pupil.
- Placements:** The school does not guarantee positions, but gives assistance when possible.

**Massachusetts Hospital School**  
(Public for Boys and Girls)  
Randolph Street  
Canton, Massachusetts

The purpose of the school is to remove physical disabilities as far as possible and build up the health of temporarily or permanently crippled and deformed children; to give practical elementary education, manual training, and vocational work suited to each case, with a view to making the children self-supporting; or at least useful members of the homes to which they return; thereby preventing indifferent helplessness and ignorance.

**Courses: Industrial Features**

(a) For boys: Practical farm and garden work; elementary plumbing; steam fitting; firing; care of boilers and engines; electric wiring; carpentry and practical woodworking; painting; cobbling; manufacturing splints and surgical apparatus.

(b) For girls: Rug making; hand and machine sewing; hand and machine laundering; practical housekeeping; telephone operating; library work.

The above are taught under the immediate supervision of practical instructors and workmen employed at the institution.

Other Subjects—Elementary school branches; music; sloyd leading to practical woodworking and carpentry; basketry; bookbinding.

**Admission:** Crippled or deformed children of the Commonwealth between the ages of 5 and 15 years who are mentally competent to attend the public schools; both sexes and all races are admitted; no previous training is required.

**Expense:** \$4 a week. When parents are unable to meet this expense, the place of legal settlement is responsible for payment.

\$5 or more a week for private patients, according to the amount of care required.

*Season:* The hospital is open and the school is in session all the year.

*Placements:* Children are dismissed when physically able to enter the public schools, or are assisted to assume positions in the community as soon as they are able to become partially or wholly self-supporting.

### **New England Peabody Home for Crippled Children**

(Private Home and School for Boys and Girls)

Hale Street

Hyde Park, Massachusetts

The purpose is to provide a home for the care and education of hopelessly crippled children and to make children self-reliant and wholly or partially self-supporting who would otherwise be dependent.

*Courses:* Industrial Features—Sewing; cooking; housework; basketry; cane-seating; type-writing; woodworking.

Other Subjects—Elementary school branches; sloyd.

Special Features—Open air treatment for tubercular patients.

*Admission:* Crippled or deformed children, mentally normal, living in New England; children entered for not less than two years and must be under 12 years of age.

- Expense:** The expense for care, treatment, and education is adjusted to the financial condition of the parents.
- Season:** Morning and afternoon sessions for 11 months in the year; pupils may enter at any time.
- Placements:** Assistance is given in placing pupils when possible.
- 

### C. OPPORTUNITIES FOR THE DEAF

#### **American School for the Deaf<sup>1</sup>**

(Semi-public Boarding School for Boys and Girls)

690 Asylum Avenue

Hartford, Connecticut

The purpose of the school is to educate and train children too deaf to be instructed in the public schools.

- Courses:** Industrial Features
- (a) For boys: Sloyd; cabinet making.
  - (b) For girls: Dressmaking; sewing; cooking.

Other Subjects—English is taught by oral and manual methods as a basis for elementary school branches and for special high school subjects; free-hand drawing; training in light housework.

**Admission:** Any deaf child over 6 years of age.

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<sup>1</sup> Mention is made of the American School for the Deaf at Hartford because the Massachusetts Legislature in providing for the free instruction of the deaf includes admission to this school as well as to those of the Commonwealth.

*Expense:* Expense is borne by the state for 10 years, or in exceptional cases for a longer period.

*Season:* 6 days a week; September to June.

*Placements:* Assistance is given to place pupils.

### **Boston School for the Deaf**

(Public Boarding School for Boys and Girls)

North Main Street

Randolph, Massachusetts

The purpose of the school is to train the minds, hands, and bodies, and develop the character of deaf boys and girls.

*Courses:* Industrial Features

(a) For boys: Carpentry; manual training leading to cabinet work.

(b) For girls: Training in light housework and table work; sewing; cooking; embroidery; basketry.

(c) For boys and girls: Free-hand, model, and object drawing.

Other Subjects—English is taught by means of speech and lip-reading in elementary school branches.

*Admission:* Any deaf child over 5 years of age.

*Expense:* Admission free; expense is borne by the state for 10 years, or in exceptional cases for a longer period.

*Season:* September to June.

*Placements:* Assistance is given in placing pupils in suitable positions.

**Clarke School for the Deaf**  
**(Semi-public Boarding School for Boys and Girls)**  
**Round Hill**  
**Northampton, Massachusetts**

The purpose of the school is to educate and train children too deaf to attend public schools advantageously.

**Courses:** Industrial Features

(a) For boys: Cabinet making; type-writing; wood carving; instrumental drawing.

(b) For girls: Sewing; cooking; weaving; wood carving.

Other Subjects—English is taught through speech and lip-reading as a foundation for elementary school branches and special high school subjects; sloyd; basketry; training in light housework; gymnasium work; normal class for teachers of the deaf under the oral method.

**Admission:** Any deaf child over 5 years of age; there is no fixed limit to the length of time for which a pupil may be retained.

**Expense:** Admission free to residents of Massachusetts; expense is borne by the state for 10 years, or in exceptional cases for a longer period; the charge for paying pupils is \$400 per annum.

**Season:** 5 days a week; September to June.

**Placements:** Assistance is given to place pupils.

**Horace Mann School for the Deaf**  
(Public for Boys and Girls)  
178 Newbury Street  
Boston, Massachusetts

The purpose of the school is the education and training of children too deaf to attend the ordinary public school.

**Courses:** Industrial Features

(a) For boys: Woodworking.

(b) For girls: Sewing; cooking.

Other Subjects—English is taught through speech and speech-reading as a foundation for elementary school branches; paper folding; cardboard construction; free-hand drawing; sloyd leading to wood-working.

**Admission:** Any deaf child over 5 years of age.

**Expense:** Free to residents of Massachusetts; expense is borne for 10 years, or in exceptional cases for a longer period, partially by the city of Boston and partially by the state; transportation of pupils to and from school is paid.

**Season:** 5 days a week; September to June.

**Placements:** Assistance is given to place pupils.

**New England Industrial School for Deaf Mutes**  
(Private Boarding School for Boys and Girls)  
118 Elliott Street  
Beverly, Massachusetts

The purpose of the school is to educate and train deaf children or children too deaf to attend the public schools advantageously.

*Courses:* Industrial Features

(a) For boys: Woodworking; basketry;  
chair seating.

(b) For girls: Sewing.

Other Subjects—English is taught by means of speech and lip-reading in elementary school branches; light housework.

*Admission:* Any deaf child over 6 years of age.

*Expense:* Admission free to residents of New England; expense is borne by endowment fund, state grant, and private subscriptions.

*Season:* 5 days a week; September to June.

**Sarah Fuller Home for Little Deaf Children**<sup>1</sup>  
(Private Home School for Boys and Girls)  
93 Woburn Street  
West Medford, Massachusetts

The purpose is to give a home, with care and instruction, to such little deaf children as are too young to enter

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<sup>1</sup> The Sarah Fuller Home School is limited to receive and care for but ten children at a time, with the hope that other small Home Schools of the same kind may be established throughout the state.

the Horace Mann Public School for the Deaf, and also for those whose parents or guardians cannot give at home the preliminary instruction which the loss of hearing renders necessary.

*Courses:* English is taught by means of speech and lip-reading; elementary reading, writing, and number work; kindergarten occupations (sewing, weaving, paper folding, paper cutting, clay modeling).

*Admission:* Any deaf child between 2 and 5 years of age, mentally normal.

*Expense:* The state allows \$250 per annum for each child unable to pay. The charge for paying pupils is \$350 per annum.

*Season:* September to June; the child remains in school until 6 years of age.

*Placements:* Application for admission to the Horace Mann or other schools for the deaf must be made by the parents or guardian.

### **Trade School for the Deaf**

(Private Day Classes for Boys and Girls)

480 Boylston Street

Boston, Massachusetts

The purpose of the school is to teach useful industries to deaf children.

*Courses:* Industrial Features  
(a) For boys: Metal work.

(b) For girls: Dressmaking; millinery; embroidery; designing.

Other Subjects—Speech and lip-reading is taught the first year in connection with each trade.

*Admission:* Any deaf child over 14 years of age.

*Expense:* Admission free; supported by private subscription; work done by the pupils is sold to pay for their tuition.

*Season:* 5 afternoons a week; September to June;  
6 mornings a week during July; 2 year course.

*Placements:* Diplomas are given to graduates; assistance is given in placing worthy pupils.

## OPPORTUNITIES IN SETTLEMENTS AND OTHER SOCIAL CENTERS

### 1. Settlements

Many social and industrial problems arise from modern conditions of life in great cities. The settlement affords a field for experimental work that will aid in the solution of these problems. It is not, however, an educational institution where specific training for the vocations is given. The club or the class in the settlement (1) offers to the child a place in which to find himself vocationally and (2) affords the social worker an opportunity to study the child and to give him direction. It is for these reasons that settlement activities are included in this Handbook.

Largely because each neighborhood has its own local problems, the aims of the settlement are varied, *e. g.*:

To rehabilitate neighborhood life.

To arouse the neighborhood to an appreciation of local needs and to promote coöperation for civic good.

To supplement the work of the public schools by establishing educational and recreational opportunities for young and old.

To supplement the work of the courts and of health agencies.

To stimulate vocational and social consciousness and ambition.

To foster and sustain the home under tenement conditions.

The educational work offered in settlements may be divided into two classes:

1. Recreational education
  - (a) Winter season
  - (b) Summer season
2. Supplementary education

The recreational education for the winter season consists of such activities as concerts, lectures, story telling, dramatics, dancing, including folk, social, æsthetic, and fancy, intersettlement contests, Boy Scouts, gymnastics, and clubs for both sexes and all ages. The clubs are of various kinds, as social, debating, literary, civic, choral, orchestral, modeling, scrapbook, bead work, painting, garden, athletic, caddy, and outing.

The recreational education for the summer consists of such activities as gardening, flower distribution, management of playgrounds, and outings both for the day and for longer periods at vacation houses or summer camps.

Supplementary education is offered to meet the demand in the neighborhood and usually consists of classes in such subjects as cooking, housekeeping, sewing, dressmaking, knitting, embroidery, millinery, home nursing, laundry work, lace making, basketry, weaving, clay modeling, cane-seating, drawing, painting, brass and silver work, carpentry, printing, pottery, English for foreigners, music, leather work, hygiene, parliamentary law, and kindergarten work. A library and reading room usually are maintained for the children of the neighborhood.

The settlement maintains close relations with the public schools of the neighborhood and frequently furnishes

workers who act as school visitors or vocational counselors or who aid in the management of the stamp savings agency in various schools. In a similar manner it maintains co-operation with the courts through probation work and free legal advice to neighbors; also in Boston with health agencies by acting as a call station for the Boston Dispensary, the Instructive District Nursing Association, and the Milk and Baby Hygiene Association.

The settlement undertakes constructive work in the district, which the neighbors are able to take over and carry on by themselves after a period of direction. Such work includes agitation for clean milk, markets, streets, and alleys, better local housing and factory conditions, extension of stamp saving in the homes and factories, the organization of improvement associations, and other equally helpful social and civic projects.

Many of the settlement's activities are subsidized, but it is not an institution which offers charity. Each member of a class or club pays some fee for his instruction or entertainment. These fees vary in different settlements and in different clubs and classes from one to ten cents a week. Vacation house and summer camp fees range from \$2 to \$7 a week.

The settlement continues its activities all the year, the winter season usually extending from October to the end of May and the summer season from June to September.

The settlements in Boston are:

### *Non-Sectarian*

Boston Music School Settlement, 110 Salem Street.

\*Civic Service House, 112 Salem Street.

Cottage Place Neighborhood House, 1049 Columbus Avenue, Roxbury.

\*Denison House, 98 Tyler Street.

\*Dorchester House, 7 Gordon Place, Dorchester.

\*Elizabeth Peabody House

87-89 Poplar Street.

857-865 Charles Street.

\*Ellis Memorial and Eldredge House

Residence and Club House, 12 Carver Street.

Housekeeping Flat, 9 Winchester Street, Suite 9.

\*Hale House, 6-8 Garland Street

Including Parker Memorial, Berkeley and Appleton Streets.

\*Hawthorne Club, 8 Garland Street.

\*Jamaica Plain Neighborhood House, 28 Carolina Avenue, Jamaica Plain.

Library Club House, 18 Hull Street.

\*Lincoln House

Residence House, 68 Emerald Street.

Club House, 70-80 Emerald Street.

\*Louisa Alcott Club, 15 Oswego Street.

\*North Bennet Street Industrial School, 39 North Bennet Street

Social Service House, 37 North Bennet Street.

\*Robert Gould Shaw House

Residence House, 6 Hammond Street.

Men's Club, 660 Shawmut Avenue.

\*Roxbury League, Albert Palmer School, Eustis Street, Roxbury.

\*Roxbury Neighborhood House, 858 Albany Street, Roxbury.

\*Ruggles Street Neighborhood House

Residence House, 155 Ruggles Street.

Club House, 147 Ruggles Street.

\*South End House

Offices, Men's Residence, and Housekeeping Apartment, 20-22 Union Park.

Women's Residence, 43-47 East Canton Street.

South Bay Union, 636-640 Harrison Avenue.

Room Registry and Boarding Club, 171 West Brookline Street.

South End Music School (affiliated), 19 Pembroke Street.

\*South End Industrial School, 45 Bartlett Street, Roxbury.  
The "Little" House, 78 A Street, South Boston.  
West End House, 45 Chambers Street.

### *Maintaining Religious Instruction*

Frances E. Willard Settlement, 44 Chambers Street (Undenominational).  
Frederick Ozanam House, 85 Linden Street, Dorchester (Catholic).  
Guild of St. Elizabeth, 59 East Springfield Street (Catholic).  
House of Good Will, 177 Webster Street, East Boston (Congregational).  
Hull Street Settlement and Medical Mission Dispensary, 86 Hull Street (Methodist).  
Morgan Memorial, 89 Shawmut Avenue (Methodist).  
North End Union, 20 Parmenter Street (Unitarian).  
Settlement of Ladies' Catholic Club, 1472 Washington Street.

## 2. School Centers

An experiment in the use of school buildings as centers for neighborhood evening activities, begun in 1911 by the Women's Municipal League, is now being developed by the public school authorities. The school center aims to give further preparation for and expression of the social, industrial, and civic life of young men and young women; also to unify neighborhood interests.

The educational work of the center is similar in some of its aspects to that of the settlement. Admission is given only to young men and women, 14 years of age or over, who are not attending day schools. The work is organized on the "club" basis and the members of each club

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\*Members or associate members of the Boston Social Union, a cooperative federation of settlements, which was organized to secure the results of concerted action among settlements; to eliminate overlapping and cross-purposes; to make systematic comparison of processes; to provide special forms of expert service; and to bring about interneighborhood organization of sport and entertainment.

decide what their fees shall be, the amount usually being five cents a week. The winter season is from October to April and the summer season during July and August.

The following centers were opened by the Boston School Committee in October, 1912:

1. Charlestown High School, Monument Square.
2. East Boston High School, Marion Street, between Princeton and Saratoga Streets.
3. Roxbury High School, Warren and Montrose Streets.
4. South Boston High School, G Street, Dorchester Heights.

### 3. City-wide Agencies

Other institutions, some of whose work is similar to that of the settlement, offer social and class work to working young people and make a studied effort to give training that will supplement that of various schools and social centers and offer the student an opportunity to satisfy his educational ambition. These institutions are designed to meet the needs of people from various parts of the entire city and include:

1. Boston Young Men's Christian Association, 312 Huntington Avenue.
2. Boston Young Men's Christian Union, 48 Boylston Street.
3. Boston Young Women's Christian Association, 40 Berkeley Street.
4. Wells Memorial Institute, 987 Washington Street.

## **ORGANIZED OPPORTUNITIES FOR FINDING EMPLOYMENT**

The following employment agencies and appointment bureaus are among the best in the city. No attempt has been made to give an exhaustive list. The Committee will be pleased to place in its files the names and addresses of other responsible agencies. Those maintained by churches or religious societies for their own members have not been listed.

### **Boston Council of Jewish Women Immigrant Aid Department 4 Joy Street**

Finds all kinds of employment for Jewish girls who have been in this country not more than five years.

No fees.

### **Boston Engineering Agency 7 Water Street**

Specializes in positions for civil, electrical, mechanical, and structural engineers, draftsmen, superintendents, foremen, and inspectors.

Rates—One week's salary if permanent position is secured.

**Boston Young Men's Christian Association  
Employment Bureau  
Huntington Avenue**

All kinds of positions found for men, as for draftsmen, engineers, stenographers, hospital assistants, and attendants.

**Rates**—The office is conducted primarily for members of the Boston Y. M. C. A., who are charged from 50 per cent. to 60 per cent. of one week's wage. Non-members are charged one week's wage.

**Boston Young Men's Christian Union  
Employment Agency  
48 Boylston Street**

Specializes in positions for bookkeepers, office boys, clerks, salesmen, stenographers, tutors, and secretaries.  
No fees.

**Boston Young Women's Christian Association  
Business Agency  
40 Berkeley Street**

Specializes in positions for social service workers, trained nurses, masseuses, attendants, teachers of domestic science and art, matrons, housekeepers, tutors, governesses, mothers' helpers, stenographers, secretaries, bookkeepers, dressmakers, hairdressers, manicurists, packers, errand girls, cashiers, clerks, and chaperons.

No fees.

# **Breck's Bureau of Registry and Information**

55 Franklin Street

Finds mercantile positions for men and women; also positions for men as janitors, watchmen, engineers, and porters; positions for men and women in hotels and institutions as managers, housekeepers, clerks, bookkeepers, telephone operators, stewards, and waitresses.

Rates—For a permanent position, one week's pay. For a position held less than six weeks, one day's pay out of each week.

# **Employers' Association of Massachusetts**

88 Broad Street

Positions found in all lines of mechanical work.

No fees.

# **Houghton & Ware**

Old South Building, 294 Washington Street

General mercantile business. Specializes in typewriters, stenographers, bookkeepers, and switchboard operators.

Rates—One week's pay for permanent position. One-sixth of each week's pay for temporary position.

# **Industrial Aid Society**

Reference and Employment Office

43 Hawkins Street

Finds all kinds of work for men and women, but principally for unskilled workers. As far as possible, work

is found for the physically handicapped. Cases are sent in from the Psychopathic Hospital and from the Juvenile Court.

No fees.

**Lopaus, Roy C.**

27 School Street

Specializes in mercantile positions, positions for machinists, trained mechanics, and office boys.

Rates—One week's pay for permanent position. One-sixth of each week's pay for temporary position.

### **Mercantile Reference and Bond Association**

387 Washington Street

Specializes in all kinds of mercantile positions in offices, stores, factories, and hotels.

Rates—One week's pay for permanent position. One-sixth of each week's pay for temporary position.

### **Metal Trades Association**

141 Milk Street

Positions found in all lines connected with metal work.

No fees.

### **Salvation Army**

6 East Brookline Street

Finds all kinds of work for men and women, chiefly for unskilled workers. A follow-up system is maintained.

No fees.

**Sodality Employment Bureau**

41 East Canton Street

Finds all kinds of work for men and women. Specializes in mercantile positions.

No fees.

**State Board of Education, Teachers' Agency**

Ford Building, Ashburton Place

Positions found in Massachusetts for men and women; applicants from other states may register.

Academic positions (in high, elementary, kindergarten, music, drawing, and manual training schools)—apply to Mr. W. I. Hamilton.

Registration fee—\$2.00.

State aided vocational schools:

Agricultural—apply to Mr. R. W. Stimson.

Industrial and trade—apply to Mr. C. R. Allen.

No fees.

**State Employment Bureau**

8 Kneeland Street

All kinds of positions found for men and women.

No fees.

**Stevens, Miss Lura**  
**120 Boylston Street**

**Business directory and nurses' registry. Specializes in high grade office help, stenographers, bookkeepers, nurses, attendants, and teachers.**

**Rates—One week's salary if position is held six weeks or longer. If held for less time, a discount is made.**

**Women's Educational and Industrial Union**  
**264 Boylston Street**  
***Appointment Bureau***

**For trained workers or for untrained workers who wish to serve an apprenticeship.**

**Specializes in positions for office girls, trained nurses (for institutions and social service work), trained attendants, teachers of special subjects (as domestic science, millinery, dressmaking, arts and crafts, physical training, commercial subjects), teachers of the blind and defectives, secretaries, stenographers, clerical workers, executive secretaries, librarians, journalists, proof-readers, translators, publishing house work, workers in household economics, housekeepers, accountants, bookkeepers, agriculturalists, scientific workers, pastors' assistants, and social service workers.**

**Rates—All positions not domestic, one week's salary if position is held six weeks or more; for a position held for less time, 10 per cent. of what is received. Domestic positions, if held two weeks or more, 20 per cent. of one week's salary and same amount from employer; if held for less time, 12 per cent. For summer positions not domestic, three-fourths of one week's salary.**

*Social Service Agency or Special Employment Bureau*

Finds part-time work for students. Takes charge of cases referred by other organizations.

Rates vary according to the case; maximum charge, \$0.50.

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**PLACEMENT BUREAU**

**Roxbury High School Annex**

**2 Dunreath Street, Roxbury**

The Placement Bureau coöperates with the public schools in finding suitable positions for boys and girls obliged to go to work. It deals, therefore, chiefly with young people between the ages of fourteen and eighteen, referred to it by the Vocational Counselors and other school officials, although it assists other agencies when possible.

It is not an employment bureau merely, its chief object being to fit worker and work so intelligently that the relationship shall be permanent as far as is compatible with advancement. For this reason it fits slowly and only after a thorough knowledge of the home, the child, and the work. It also follows up all children placed and endeavors to direct them not only to the proper evening school, but to the nearest and most natural recreational center.

So far the work of the Bureau has been limited to Roxbury, but a central bureau for the whole city is under consideration and is being gradually developed.

No charge is made either to the employer or to the employee.

## HOMES FOR STUDENTS IN ASSOCIATIONS AND CLUBS<sup>1</sup>

### FOR YOUNG WOMEN

Franklin Square House, 11 East Newton Street

Board and lodging, \$4.25 to \$10.00 a week.

Boston Young Women's Christian Association, 40 Berkeley Street

Board and lodging, \$3.75 to \$6.00 a week.

Boston Students' Union, 81-83 St. Stephen Street

Board and lodging in Club House, \$8.00 to \$10.00 a week.

Board for outside members, \$4.50 a week.

Brooke House, 79 Chandler Street

Board and lodging, \$4.00 to \$6.00 a week.

Stuart Club, 102 The Fenway

Board and lodging, \$6.50 to \$10.00 a week.

Bethany Union, 14 Worcester Street

Board and lodging, \$4.00 to \$6.00 a week.

Students' House, 21-23 St. James Avenue

Board and lodging, \$5.00 to \$8.00 a week.

### FOR YOUNG MEN

Boston Young Men's Christian Association Building, Huntington Avenue

Lodging, \$2.00 to \$5.00 a week; board *a la carte*.

Boston Young Men's Christian Association, Woodberry House, 24 Rutland Square, for boys from 14 to 18 years of age.

Further assistance for finding suitable rooms may be received by applying to the following agencies:

### FOR YOUNG WOMEN

Students' Coöperative Registry, with agencies at:

Boston Students' Union, 81-83 St. Stephen Street

(For rooms in the Fenway district, near Huntington and Massachusetts Avenues).

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<sup>1</sup> Arranged in order of number of students accommodated.

**Boston Young Women's Christian Association, 40 Berkeley Street**

(For rooms in the South End).

**Parish Rooms of Trinity Church, Clarendon Street**

(For rooms on St. Botolph and adjoining streets).

**South End House Room Registry, 171 West Brookline Street**

(For rooms in the South End).

**Women's Educational and Industrial Union, 264 Boylston Street**

(For rooms in the West End, Back Bay, and suburban districts).

#### **FOR YOUNG MEN**

**Boston Young Men's Christian Association, Huntington Avenue**

(For rooms in Boston and suburban districts).

**Boston Young Men's Christian Union, 48 Boylston Street**

(For rooms in Boston and suburban districts).

**South End House Room Registry, 171 West Brookline Street**

(For rooms in the South End).

Homes for students and room registries maintained by religious societies for members of their own church have not been listed. They can readily be found by correspondence with each church.

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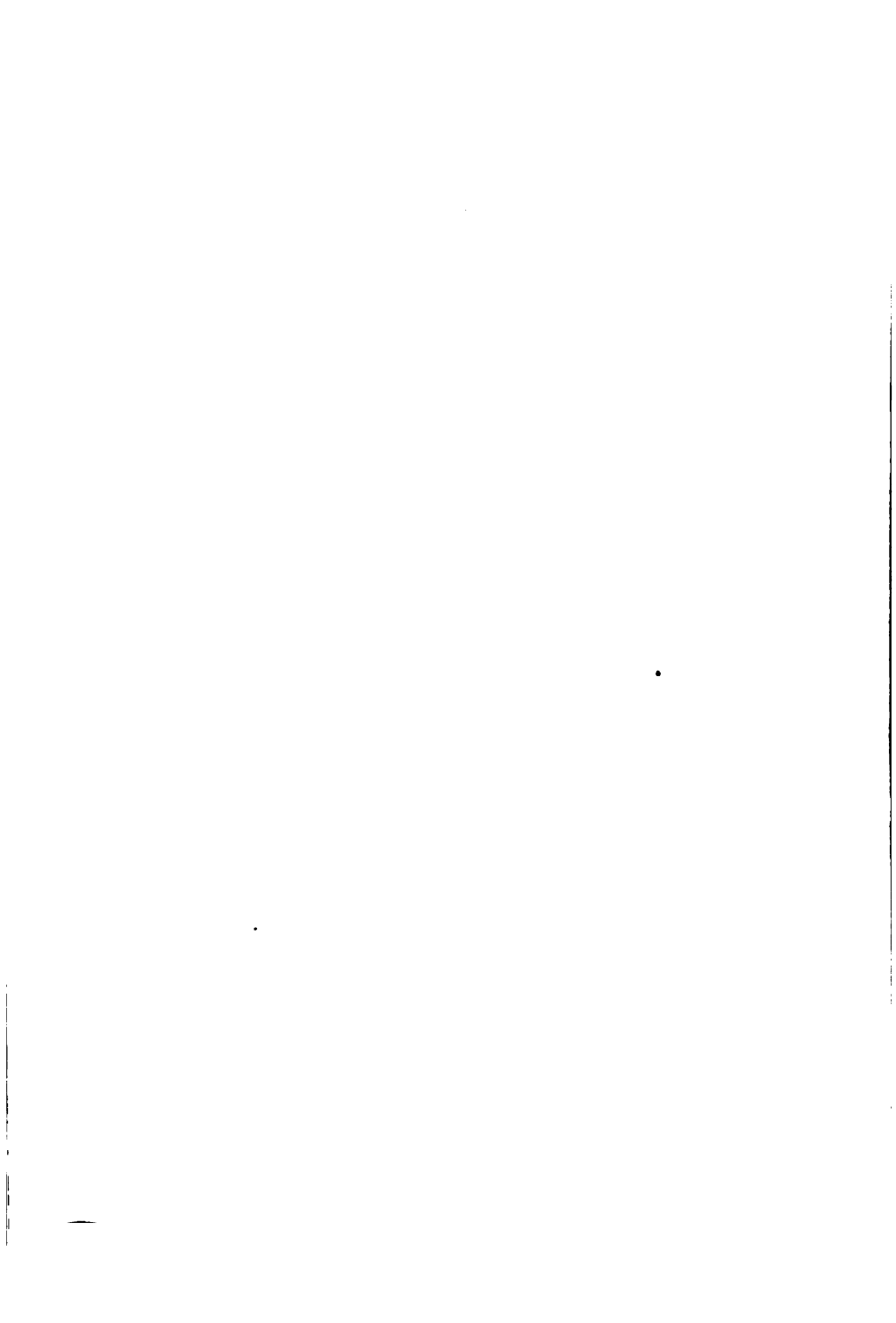
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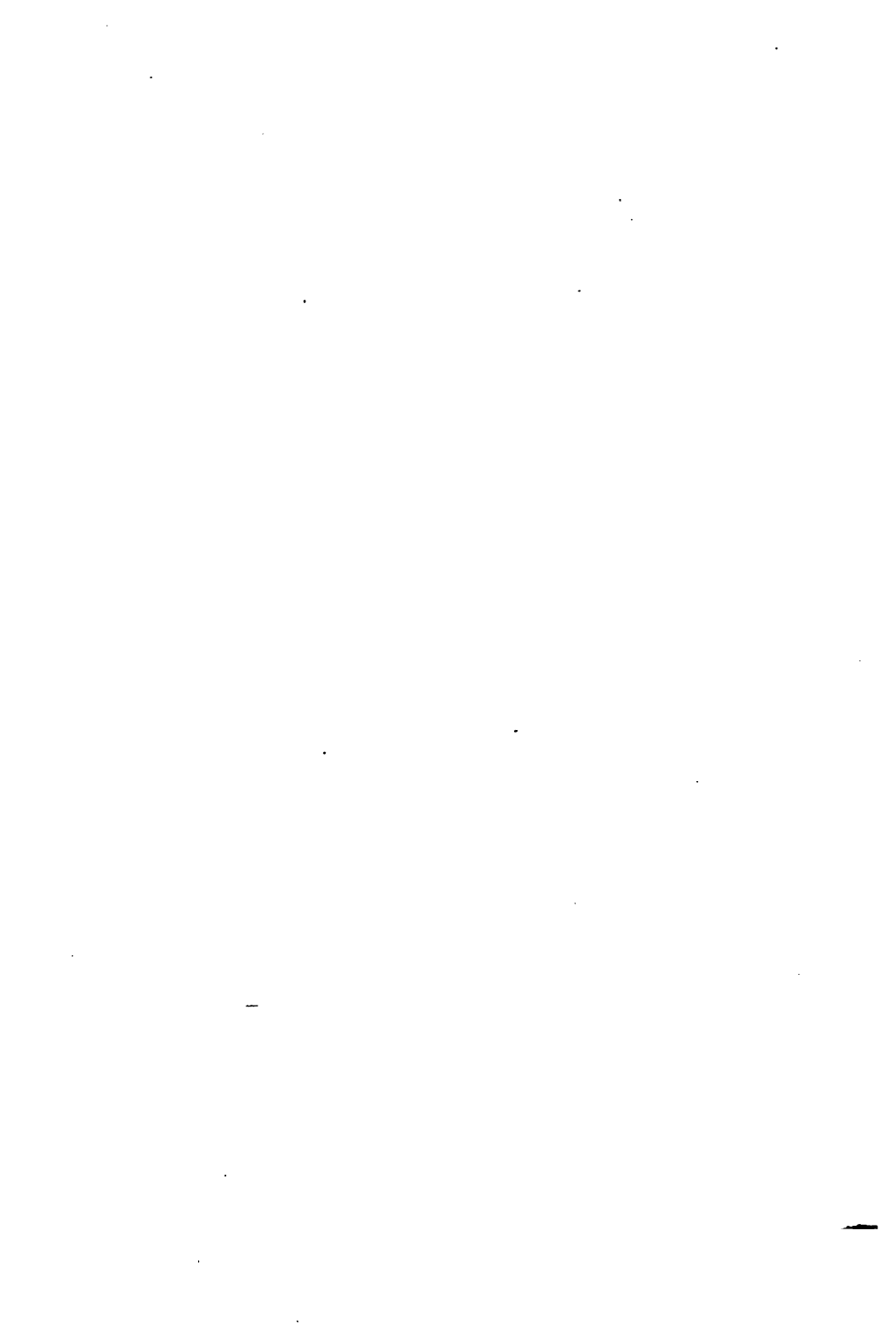
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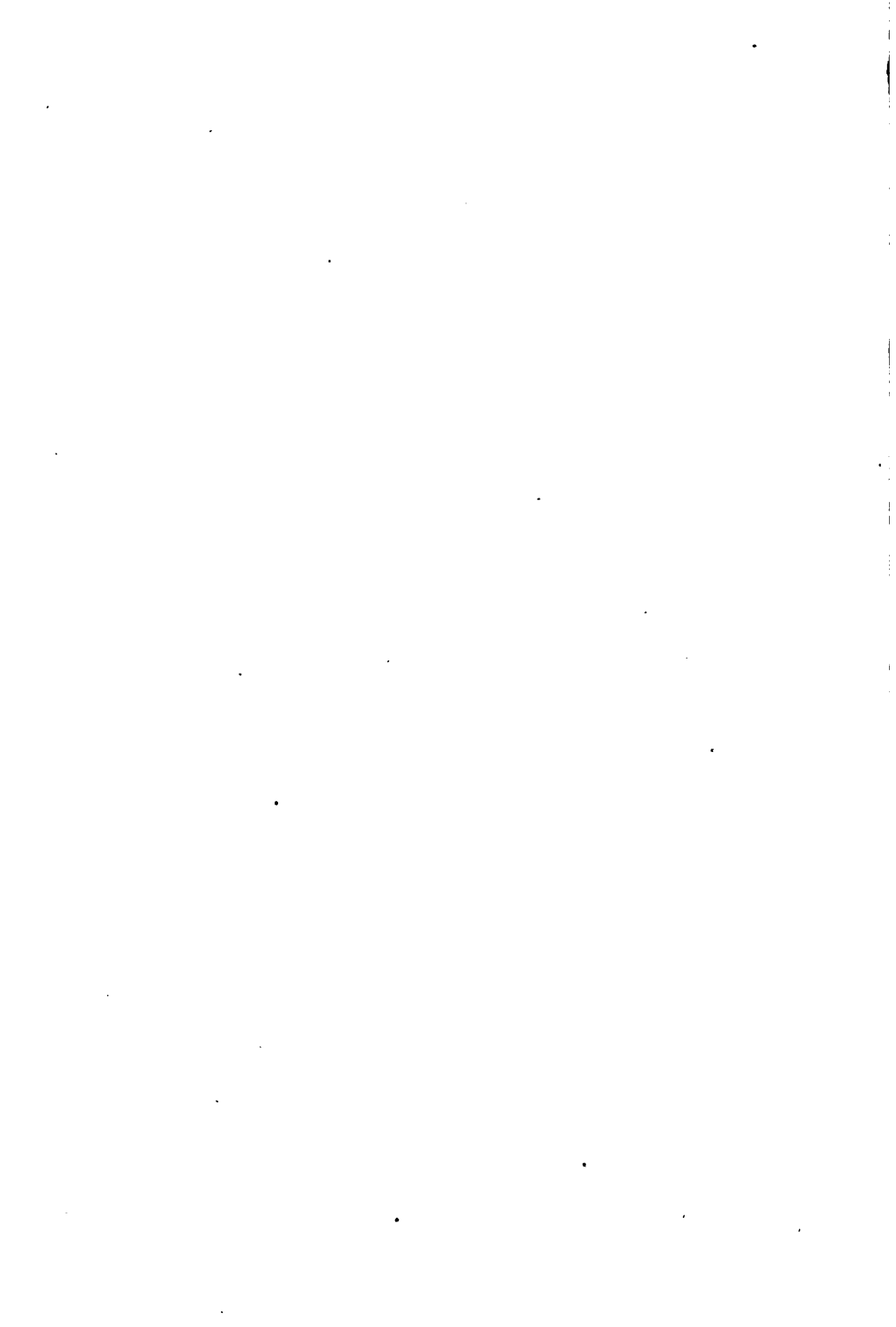
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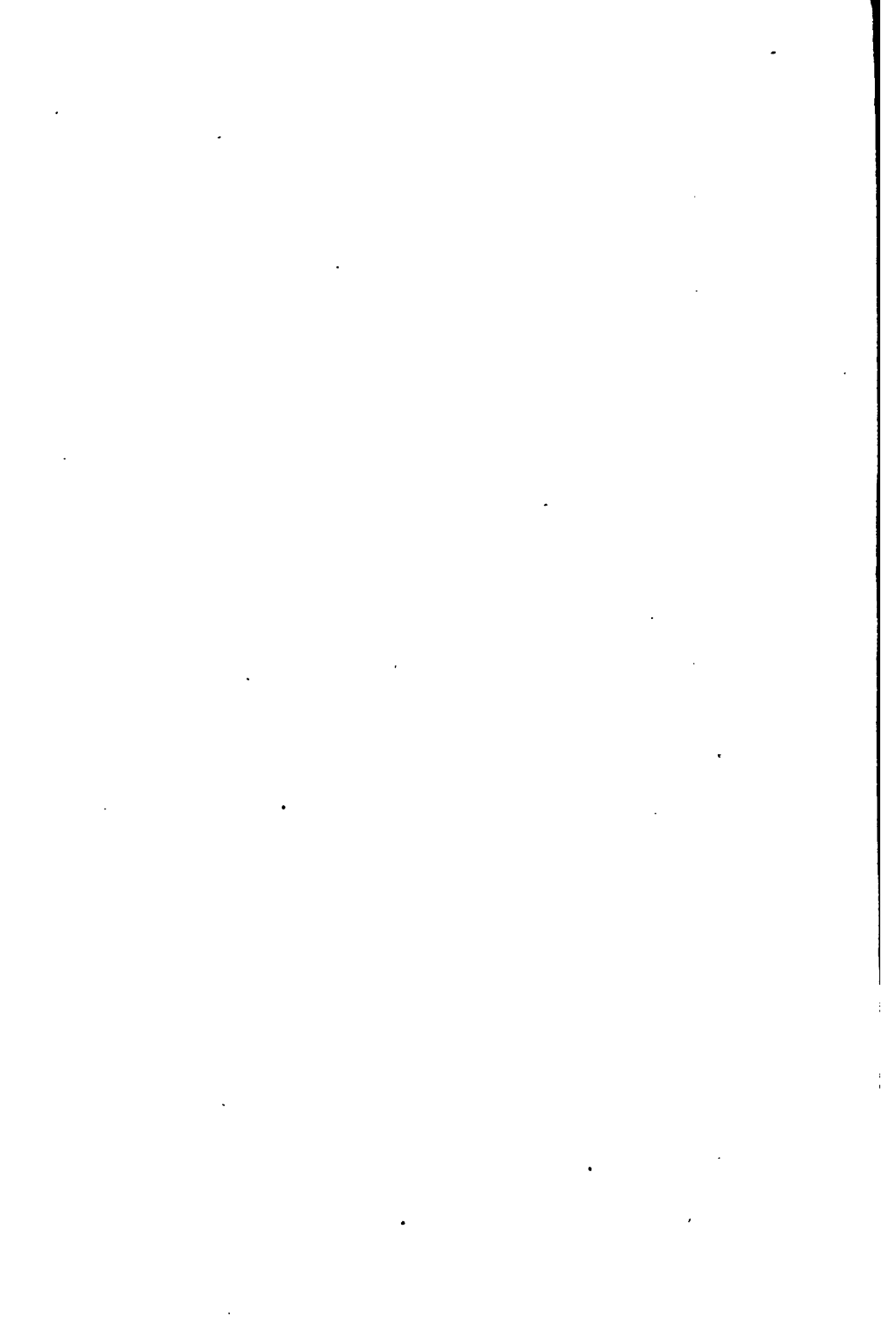
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